

Addition / Remodel Permit Application Checklist:

Please fill out the application in its entirety and provide all requested documents before submitting.
This will prevent your application from being delayed due to lack of information.

Building Permit Process Checklist:

- Building Permit Application
- TDEC Approval (*If applicable - Copy of Septic Permit to be attached to permit.*) ***See Below for Contact Info***
- Site Plan
- Floor Plan
- Land Disturbance Form
- Safety Provision (see below)

Documents for Permit Issuance (Office Will Provide):

- Signed Affidavit of Exemption (*If applicable*)
- Set Back Disclaimer
- Storm Water Permit and Documentation (*If applicable*)
- E-911 Form (*If applicable*)
- Access Permit (*If applicable*)
- Mechanical or Gas Permit (*If applicable*)
- Plumbing Permit (to licensed Plumber) or Plumber Information Postcard (*If applicable*)
- Construction Inspection Card
- Bulk Waste Acknowledgement for Remodel
- Inspection Checklists

Please note that failure to pass an inspection twice will result in an additional \$25 fee for additional inspections.

CONTRACTORS: Additional Required Documentation for Permit Issuance:

- Current Copy of Contractor's License
- Proof of Worker's Comp & Liability Insurance or Exemption from TN
- Current Copy of Plumber's License (minimum LLP) **Under T.C.A. 62-6-402*

This information will be kept on file and must be renewed before a permit is issued.
We cannot issue permits to contractors with expired/incomplete documentation.

A physical address will be assigned or verified for the property with the issuance of the building permit.

If placement and/or construction begins prior to the issuance of a permit, permit fees will be **doubled.**

Septic Information:

Brian Murphy, TDEC

Cell phone: 423-736-2888

E-mail: brian.murphy@tn.gov

Knoxville Office: 865-594-6035

Apply and Pay Online by Selecting Septic System Permits:

<https://www.tn.gov/environment/permit-permits/water-permits.html>

(For informational purposes only - we are not affiliated with TDEC)

Safety Provision

Please Be Aware: Asbestos is often found in building materials including floor tiles, ceiling texture, and transit wallboard. When disturbed during demolition and renovation activity, asbestos can become airborne and pose significant potential human health risk.

Please note that Hamblen County no longer picks up discarded construction/demolition waste. You are responsible for the disposal of all Bulk Waste.

Hamblen County Planning Commission

511 West Second North Street | Morristown, TN 37814 | 423.581.1373

www.HamblenCountyTN.gov | planning@co.hamblen.tn.us



OFFICE OF PLANNING AND ZONING

**HAMBLEN COUNTY PLANNING COMMISSION
ADDITION / REMODEL BUILDING PERMIT APPLICATION**

Phone: 423-581-1373 / Fax: 423-587-7089

Date:

Name of Homeowner/Applicant:	
Current Mailing Address:	
Phone #:	Cell #:
Builder's Name:	
Builder's Mailing Address:	
Office Phone #:	Cell #:

Property Address:
Subdivision Name:

(Office will complete this section.)

Lot Number(s):	Tax Map:	Group:	Parcel:	District:
Zone:	Setbacks -	Front:	Sides:	Back:

Describe the nature of the project:
(Number of rooms, room type, structural changes, etc.)

of Bedrooms Added: _____ **# of Bathrooms Added:** _____ **Heat/Air: Yes** **No**

Dimension of Addition: _____ x _____ = _____ sq. ft.

Cost of Actual Construction: \$ _____
(Labor and materials only. Do not include septic, land, or excavation costs. Required for State Report.)

Square footage will be calculated as follows:			
Addition to Existing Structure (Basement)	Sq. Ft.	X \$0.55 =	
Addition to Existing Structure (w/o Basement)	Sq. Ft.	X \$0.50 =	
Remodel	Sq. Ft.	X \$0.25 =	
Stormwater (Required with all permits)		\$100.00	

Total:	\$	
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Construction Land Disturbance Application

SW Permit # _____
 Building Permit # _____
 Date: _____

- New Permit
 Change of Information
 Other
-
- Property Owner
 Company
 Government Entity

Applicant Information

Name: _____
 Company Name: _____ Title/Position: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____ Phone: _____
 Email Address: _____

Property Owner Name (If different then applicant): _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____ Phone: _____
 Email Address: _____

Project/Site Information

Project/Site Name (As approved on plans): _____
Responsible Party Name for Permit: _____
Phone: _____ **Email Address:** _____

Office Use: District: _____ Tax Map _____ Group: _____ Parcel(s) _____

Individual Lot Information

Type of Construction Activity: Single Lot Multiple Lots

Subdivision Name: _____ Phase #(s) _____
 Lot # _____ Lot Size _____ Address (if available) _____
 Does the lot contain drainage area/easements as designated on a recorded plat Yes No
 Is the lot currently stabilized (undisturbed) or has the lot been disturbed (excavated)? _____

Existing Site Condition

Topography-is the site Flat Rolling Steep

Are there any known historical drainage problems such as flowing, erosion, etc.? Yes No

If yes, explain:

Are there sensitive and/or critical areas present on the site? (Check all that apply):

- | | | |
|---|--------------------------------------|----------------------------------|
| <input type="checkbox"/> Streams | <input type="checkbox"/> Lakes/Ponds | <input type="checkbox"/> Springs |
| <input type="checkbox"/> Steep Slopes/Geohazard | <input type="checkbox"/> Floodplain | |
| <input type="checkbox"/> Habitat | <input type="checkbox"/> Wetlands | |

Are there any of the following on the site?

Utilities- Water Septic Sewer Other

Adjacent Area

Check any adjacent areas that may be affected by site disturbance and describe below. Check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Streams | <input type="checkbox"/> Lakes |
| <input type="checkbox"/> Steep Slopes | <input type="checkbox"/> Residential Areas |
| <input type="checkbox"/> Ditches, Pipes, Culverts | <input type="checkbox"/> Other: _____ |

Projects that involve one acre or more of land disturbance require a state general construction permit. If so, attach a copy of the NOI submitted to the state with this application.

Estimated project start date: _____ Estimated project end date: _____

Signature

Date

For Office Use Only

Hamblen County Rep./Stormwater Administrator

Date

Is a State GCP Required: Yes No

If so, date NOC received from state: _____

Is a Personal Property Stormwater Drainage Access Agreement on File? Yes No

Is a Personal Property Stormwater Drainage Access Agreement Needed? Yes No

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Hamblen County
SERVICE COMMUNITY IMPROVEMENT

Please indicate the number of fixtures proposed for installation below.			
Number	Item	Unit Fee	Unit Charge
PLUMBING			
1	Permit Issuance	\$10.00	
	Water Closet (Commode)	\$ 5.00 each	
	Urinal	\$ 5.00 each	
	Lavatory (Bathroom Sink)	\$ 5.00 each	
	Tub (with or without shower)	\$ 5.00 each	
	Shower Stall Only	\$ 5.00 each	
	Bidet	\$ 5.00 each	
	Washing Machine	\$ 5.00 each	
	Laundry Tub	\$ 5.00 each	
	Kitchen Sink	\$ 5.00 each	
	Dishwasher	\$ 5.00 each	
	Garbage Disposal	\$ 5.00 each	
	Bar/Vegetable Sink	\$ 5.00 each	
	Drinking Fountain	\$ 5.00 each	
	Water Heater	\$ 5.00 each	
	Outside Spigots (Hose Bibbs)-up to 5	\$ 5.00 (up to 5)	
	Over 5 Spigots (Hose Bibbs)	\$ 1.00 each	
	Floor Drain	\$ 5.00 each	
	Vacuum Breakers - up to 5	\$ 5.00 each	
	Over 5 Vacuum Breakers	\$ 1.00 each	
	(RP Type) Backflow Preventer	\$ 10.00 each	
	Repair / Alteration of Drainage / Vent	\$ 5.00 each	
	Water Main Connection	\$ 10.00 each	
	Sanitary Drainage Connection	\$ 10.00 each	
	TOTAL:		\$
Mechanical			
1	Permit Issuance	\$10.00	
	1-2 Ton Capacity	\$ 5.00 each	
	2-5 Ton Capacity	\$ 10.00 each	
	Over 5 Ton Capacity	\$ 15.00 each	
	Repairs, Alterations or Additions	\$ 10.00 each	
	TOTAL:		\$
GAS			
1	Permit Issuance	\$10.00	
	Main Line Gas Piping Installation (1-4 outlets)	\$10.00	
	Additional Outlets over 4	\$ 2.50 each	
	First Appliance Hook-Up to Piping System	\$ 5.00	
	Each Additional Appliance Hook-Up	\$ 2.50 each	
	First Vent System Installation	\$ 5.00	
	Additional Vents	\$ 2.50 each	
	TOTAL:		\$
STORMWATER *Required for all new construction for a one time fee.			
1	Permit Issuance	\$100.00	
	TOTAL:		
Note: Additional fees may be applied if the following occurs:			
	Inspection Outside Normal Business Hours	\$ 20.00 each	
	Re-Inspection after 2nd Failure to Pass	\$ 25.00 each	
	Inspection (fee not specifically indicated)	\$ 10.00 each	
	Changes, Additions, or Alterations	\$ 10.00 each	
	ADD. FEE TOTAL:		\$
Note: Anyone beginning work prior to being permitted will be charged double fee of total permit.			
		Total from this page:	
		Total from first page:	
	Total to be determined and completed by the Planning staff.	GRAND TOTAL:	\$

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TENNESSEE
Hamblen County

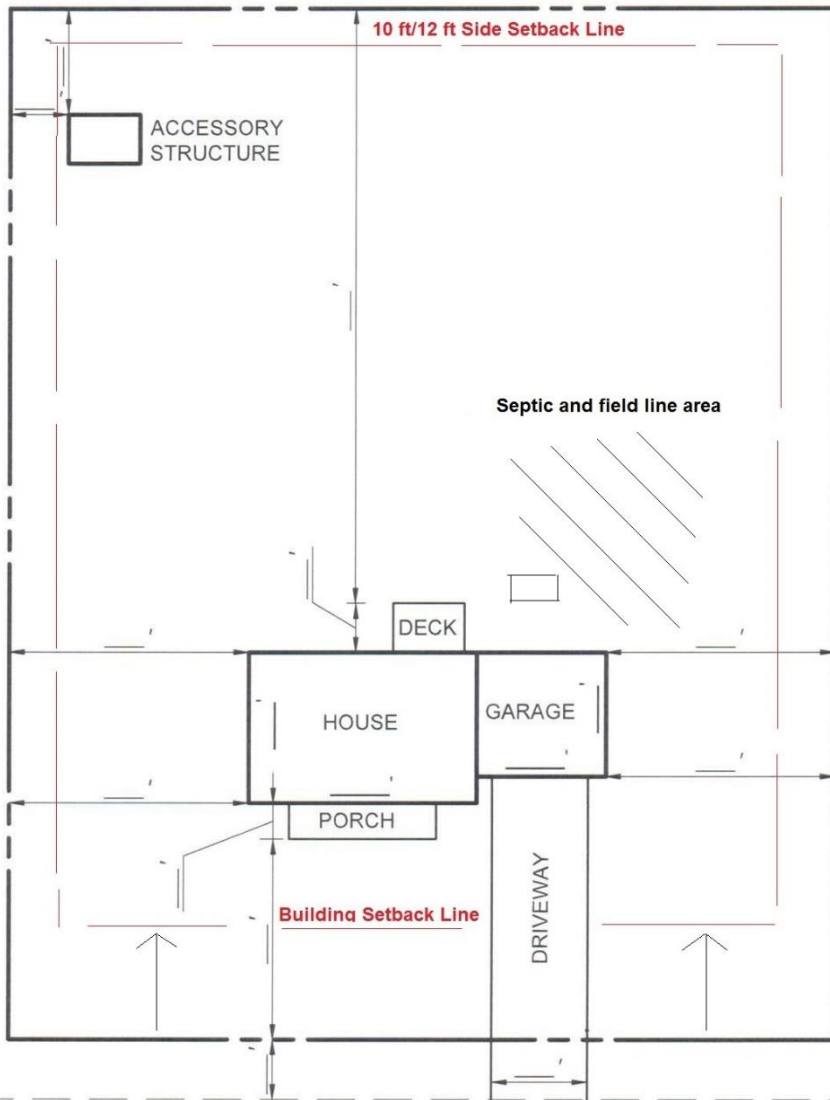
SERVICE • COMMUNITY • INDUSTRY

OFFICE OF PLANNING AND ZONING

Sample Site Plan

Please use this page or draw your own on the back.

PLEASE IDENTIFY ANY DRAINAGE
EASEMENTS, PONDS, STREAMS OR
WETLANDS.



STREET NAME: _____

RESIDENTIAL LOT SITE PLAN

SUBDIVISION AND LOT: _____

ADDRESS: _____

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