

CITY OF ATHENS

BUILDING DEPT.
Athens, TN

APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

IMPORTANT - Applicant to complete all items.

I. LOCATION OF BUILDING

AT (LOCATION) _____ (NO.) _____ (STREET) _____ ZONING DISTRICT _____

BETWEEN _____ (CROSS STREET) _____ AND _____ (CROSS STREET) _____

SUBDIVISION _____ LOT _____ BLOCK _____ LOT SIZE _____

II. TYPE AND COST OF BUILDING – All applicants complete Parts A – D

A. TYPE OF IMPROVEMENT

- 1 New building
- 2 Addition (If residential, enter number of new housing units added, if any, in Part D, 13)
- 3 Alteration (See 2 above)
- 4 Repair, replacement
- 5 Wrecking (If multifamily residential, enter number of units in building in Part D, 13)
- 6 Moving (relocation)
- 7 Foundation only

D. PROPOSED USE – For "Wrecking" most recent use

- | | |
|---|--|
| Residential | Nonresidential |
| 12 <input type="checkbox"/> One family | 18 <input type="checkbox"/> Amusement, recreational |
| 13 <input type="checkbox"/> Two or more family – Enter number of units -----> _____ | 19 <input type="checkbox"/> Church, other religious |
| 14 <input type="checkbox"/> Transient hotel, motel, or dormitory – Enter number of units -----> _____ | 20 <input type="checkbox"/> Industrial |
| 15 <input type="checkbox"/> Garage | 21 <input type="checkbox"/> Parking garage |
| 16 <input type="checkbox"/> Carport | 22 <input type="checkbox"/> Service station, repair garage |
| 17 <input type="checkbox"/> Other – Specify _____ | 23 <input type="checkbox"/> Hospital, institutional |
| | 24 <input type="checkbox"/> Office, bank, professional |
| | 25 <input type="checkbox"/> Public utility |
| | 26 <input type="checkbox"/> School, library, other educational |
| | 27 <input type="checkbox"/> Stores, mercantile |
| | 28 <input type="checkbox"/> Tanks, towers |
| | 29 <input type="checkbox"/> Other – Specify _____ |

B. OWNERSHIP

- 8 Private (individual, corporation, nonprofit institution, etc.)
- 9 Public (Federal, State or local government)

Non-Residential
Use of Building: _____

C. COST

10. Cost of improvement \$ _____ (Omit cents)
- To be installed but not included in the above cost
- a. Electrical \$ _____
- b. Plumbing \$ _____
- c. Heating, air conditioning \$ _____
- d. Other (elevator, etc) \$ _____
11. TOTAL COST OF IMPROVEMENT \$ _____

- Plans Submitted
- Site Plans
- Access Control Plan

III. SELECTED CHARACTERISTICS OF BUILDING – For new buildings and additions, complete Parts E – L; for wrecking, complete only Part J, for all others skip to IV.

E. PRINCIPLE TYPE OF FRAME

- 30 Masonry (wall bearing)
- 31 Wood frame
- 32 Structural steel
- 33 Reinforced concrete
- 34 Other – Specify _____

G. TYPE OF SEWAGE DISPOSAL

- 40 Public or private company
- 41 Private (septic tank, etc.)

H. TYPE OF WATER SUPPLY

- 42 Public or private company
- 43 Private (well, cistern)

J. DIMENSIONS

- 48. Number of stories
- 49. Total square feet of floor area all floors, based on exterior dimensions
- 50. Total land area, sq. ft.

K. NUMBER OF OFF-STREET PARKING SPACES

- 51. Enclosed
- 52. Outdoors

L. RESIDENTIAL BUILDINGS ONLY

- 53. Number of bedrooms
- 54. Number of bathrooms { Full
Partial

F. PRINCIPLE TYPE OF HEATING FUEL

- 35 Gas
- 36 Oil
- 37 Electricity
- 38 Coal
- 39 Other – Specify _____

I. TYPE OF MECHANICAL

- Will there be central air conditioning?
- 44 Yes 45 No
- Will there be an elevator?
- 46 Yes 47 No

NO. STREET

CHECK LIST OF REQUIREMENTS TO OBTAIN A PERMIT.

The following items must be submitted along with the application to complete the permit requirements. Any applications submitted not complete with all items that pertain to the permit type on this check list will be rejected.

Please provide the items below that are required for the permit you are applying for.

COMMERCIAL AND INDUSTRIAL TYPE BUILDING PERMIT.

1. Site plans that comply with the City of Athens site plan ordinance.
2. Construction drawings that are stamped and signed.
3. Specifications manual for the project.
4. Storm water calculations.
5. Copy of contractor's license and certificate of insurance.
6. Sprinkler plans if applicable.
7. Completed application form.

RESIDENTIAL TYPE BUILDING PERMIT.

1. Completed sign off sheet from the Athens Utility Board (included in the application packet)
2. Completed drive way permit and silt fence sign off sheet.
3. All applicable applications completed such as (plumbing, electrical, and mechanical).
4. Plat of the property that shows the location of the proposed structure. (must show setbacks for the structure).
5. Complete and correct address for the project.
6. Completed application form.
7. **The property line must be marked with a visible string to verify setbacks.**

SIGN PERMIT.

1. Completed application form.
2. Stamped and signed engineered drawings also showing size and height of sign.
3. Location map which also shows all setbacks from property lines.
4. Documentation showing that the sign will meet the spacing requirements. (off premise signs)
5. Copy of State license and certificate of insurance.

ELECTRICAL, MECHANICAL, AND PLUMBING PERMITS

1. Completed application form.
2. Copy of State license if do not have City license.
3. Certificate of insurance.

**Required setbacks from property lines per
Zoning district**

R-E Residential Estates front yard 30 Feet Rear Yard 20 feet side yards 15 feet
 Accessory building 15 feet from the side and rear property lines.

R-1 Residential Front yard 30 feet Rear yard 20 feet side yards 15 feet
 Accessory buildings 15 feet from the side and rear property lines.

R-2 Residential Front yard 30 feet Rear yard 20 feet side yards 15 feet
 Accessory buildings 15 feet from the side and rear property lines.

R-3 Residential Front yard 30 feet Rear yard 20 feet side yards 15 feet
 Accessory buildings 15 feet from the side and rear property lines.

Commercial and Industrial districts should check with the Building Official for setbacks.

**AS PART OF THE PERMIT PROCESS THIS FORM MUST BE COMPLETED
AND RETURNED WITH THE APPLICATION BEFORE A PERMIT CAN BE
ISSUED.**

Within the area below you are required to draw in the parcel of property along with the proposed structure. The drawing must show the property boundaries, the structure located on the property, and all setback dimensions from the property lines.

Please indicate what the zoning district you are located within: _____

I acknowledge that the drawing is correct and that the setbacks are shown.

Name: _____ **Date:** _____

Address: _____ **Phone:** _____

BUILDING PERMIT

NAME _____
LOCATION _____
SUBDIVISION _____
LOT NO. _____ BLOCK NO. _____

DATE _____
BUILDING PERMIT NO. _____
DATE ISSUED _____
ZONE _____

- () The property described above lies within a land development project under the jurisdiction of Athens Municipal Regional Planning Commission, and Athens Municipal Regional Planning Commission has approved this area for development.

- () The property lies within a developed area and is not subject to regulations of Athens Municipal Regional Planning Commission.

_____, 20____
CITY OF ATHENS-AUTHORIZED REPRESENTATIVE DATE

UTILITY SERVICE DESIRED: ELECTRIC () WATER () GAS () SEWER ()

On receipt of signed application for utility service, at the office of Athens Utilities Board, service could be made available within the approximate time limits indicated below:

ELECTRIC SERVICE _____	_____
WATER SERVICE _____	AUTHORIZED AGENT - AUB
GAS SERVICE _____	_____
SEWER SERVICE _____	AUTHORIZED AGENT - AUB

	AUTHORIZED AGENT - AUB

FOR OOSTANAULA BASIN:
STATE APPROVAL OF TAP PER C.O. 89-3129** ___ YES _____ NO

REMARKS: _____

*This is not an application for utility services, but is a part of the building permit application.

** STATE APPROVAL FOR SEWER TAP MAY TAKE UP TO 30 DAYS.



Building Permit Application

This form is part of the Building permit application and must be completed before the permit can be issued.

This form must be signed by the Director of the Public Works or his designee.

SILT FENCE INSTALLED CORRECTLY: _____

DRIVEWAY INSTALLED AND GRAVELED: _____

DRIVEWAY PERMIT ISSUED: _____

This form must be completed before a building permit can be issued.

The silt fence and graveled driveway must be maintained during construction as to prevent mud from entering the street and storm water system.

The minimum charge for the City of Athens to clean the street around your construction site will be THREE HUNDRED (300.00) DOLLARS.

Name of contact person responsible for the construction site.

Name: _____

Address: _____

Phone #: _____

Driveway Permit Pre-application

ALL RESIDENTIAL CONSTRUCTION MUST ADHERE TO THE FOLLOWING AND AGREE TO IMPLEMENT THE FOLLOWING EROSION AND SEDIMENT CONTROL BEST MANAGEMENT PRACTICES PRIOR TO OBTAINING A DRIVEWAY PERMIT AND PRIOR TO RECEIVING A BUILDING PERMIT. FAILURE TO USE PROPER EROSION CONTROL MEASURE COULD RESULT IN A MINIMUM BILL OF \$300.00 FOR SEDIMENT AND EROSION CLEANUP ACTIVITIES.

5.0 EROSION & SEDIMENTATION CONTROL

Developers and/or property owners shall use appropriate erosion and sedimentation control measures to ensure that erosion, or adverse conditions caused by erosion or sedimentation, is eliminated or held to an acceptable minimum and does not cross to an adjoining property, R.O.W., street, or stream.

All control measures will be approved in the field by the appropriate city staff, typically the Public Works Director, or his designee, and maintained by the developer.

5.1 Control Measures

The following control measures should be used as a minimum for erosion control:

" The smallest practical area of land should be exposed at any one time during development. Mulching or other protective measures should be used to protect exposed areas.

"Areas that will be exposed for more than three (3) months shall be seeded and mulched or landscaped.

"Temporary furrows, terraces, sediment or debris basins should be installed to prevent washing and erosion during construction.

"In areas where soil may wash onto the roadway or into a drainage basin, the developer will be required to install and maintain a silt fence, hay bales, or both.

"Final vegetation should be installed as soon as practical in the development after the land is exposed.

"A gravel construction entrance shall be constructed prior to any site work. The owner or his/her contractor throughout the construction process will maintain this construction entrance. Entrance will be a minimum of 30 feet long, but may need to be longer.

"Sediment washed onto roadways or into drainage ditches or basins, and soil tracked onto roadways by construction equipment/vehicles or daily ingress and egress onto the site shall be removed at the end of each working day by the contractor, developer, or property owner.

By signing below you agree to follow the sediment and erosion control minimum measures listed above and to remove any silt, rock, debris, mud, or dirt from the road, or storm water facilities each day prior to leaving the jobsite and agree to a fee of \$300.00 minimum per occurrence if you fail to do so.

Signature of responsible person

Date



**City of Athens Public Works Department
Application for Residential Access Permit**

Location / Address: _____

Owner Name: _____

Phone Number: _____

Contractor: _____

Address/Phone: _____

SITE SKETCH

Street Name

STRUCTURE

House No. _____

FRONT

Street Name

Sketch in proposed driveway location showing ditches and/or curbing. Indicate lot dimensions and sketch in property line locations. Indicate silt fencing and length of construction entrance.

Residential Access / Driveway Guidelines

- Width of Residential Driveways shall be a minimum of 10 feet to a maximum of 20 feet.
- Driveways shall be limited to one (1) driveway entrance per 100 feet of street frontage.
- Driveways shall be perpendicular to the street centerline whenever possible.
- When drainage pipes are required, the public works department will size and install. Property owner to purchase the proper size / type of pipe as determined by the department.
- Driveways must match existing street, curb, and gutter grades – no concrete or asphalt material is to extend beyond the curb line.
- All sediment and erosion control measures must be installed prior to permit approval including silt fencing and construction entrance.

Approved: _____ **Date:** _____

City of Athens Building Department
815 North Jackson Street
P.O. Box 849
Athens, TN 37371-0849



Gene McConkey, Building Inspector
(423) 744-2752 – Office
(423) 744-8866 – Fax
gmccconkey@cityofathenstn.com

City of Athens Sign Permit Application

Company: _____ Date: _____

Address: _____ State License No.: _____

Expiration Date: _____

Installer: _____ State License No.: _____

Address: _____ Expiration Date: _____

Job Location: _____ Zone: _____

Name of Business: _____

Type of Sign (describe): _____

Height: _____ Wind Speed Design: _____

Type of Electrical Connection: _____ Type of Illumination: _____

Value of Project: _____

Describe scope of work: _____

NOTE: ALL SIGNS EXCEEDING 20' IN HEIGHT MUST HAVE STAMPED DRAWINGS AND BE DESIGNED FOR 80 M.P.H. WINDS.

City of Athens Building Department
815 North Jackson Street
P.O. Box 849
Athens, TN 37371-0849



Gene McConkey, Building Inspector
(423) 744-2752 – Office
(423) 744-8866 – Fax
gmccconkey@cityofathenstn.com

City of Athens Mechanical Permit Application

Contractor: _____ Date: _____

Address: _____ State License No.: _____

Expiration Date: _____

Job Location: _____

Is this job: New Size of unit: _____
 Replacement BTUs or KWs Heat: _____

Duct Size: Supply: _____ No. of Takeoffs: _____
Return: _____ Type of Duct: _____

Condensation Pan: _____ Fire Dampers: _____

Electrical Requirements: _____ Duct Detectors: _____

Fire Wall Penetrations: _____

Value of Project: _____

Describe scope of work: _____

City of Athens Building Department
815 North Jackson Street
P.O. Box 849
Athens, TN 37371-0849



Gene McConkey, Building Inspector
(423) 744-2752 – Office
(423) 744-8866 – Fax
gmccconkey@cityofathenstn.com

City of Athens Electrical Permit Application

Contractor: _____ Date: _____

Address: _____ State License No.: _____

Expiration Date: _____

Job Location: _____ Size of Service: _____

- Is this job:
- New Construction
 - Service Upgrade
 - Addition of Circuits
 - Pool Connection
 - Sign Connection
 - Manufactured Home

- Type of Service:
- Overhead
 - Underground
 - Meter Base
 - C.T. Cabinet

- Type of Wiring Method:
- N M Cable
 - MC or AC Cable
 - EMT

Fire Wall Penetrations: _____

Rough-in Inspections Needed: _____

Value of Project: _____

Describe scope of work: _____

NOTE: ALL COMMERCIAL BUILDINGS MUST BE WIRED IN CONDUIT.
PVC CONDUIT NOT ALLOWED IN COMMERCIAL BUILDINGS.

*** A LIMITED LICENSE IS NOT LEGAL INSIDE THE CITY LIMITS ***

City of Athens Building Department
815 North Jackson Street
P.O. Box 849
Athens, TN 37371-0849



Gene McConkey, Building Inspector
(423) 744-2752 – Office
(423) 744-8866 – Fax
gmconkey@cityofathenstn.com

City of Athens Plumbing Permit Application

ALL FIXTURE TRAP SIZES MUST BE COMPLETED OR INDIVIDUAL FIXTURE QUANTITIES MUST BE COMPLETED BEFORE A PERMIT CAN BE OBTAINED.

Contractor Name: _____

Address: _____

License Number (state or local): _____

Certificate of Insurance submitted: Yes No

Contract amount for project: _____

Plans Review completed: Yes No

Project Name: _____

Project Address: _____

Type of Project: Residential Commercial Industrial

Please indicate the number of fixture trap sizes or individual fixtures with no trap below:

1 ½ - 1 ¼ fixture trap	_____	@ \$ 2.00 ea. =	_____
2 fixture trap	_____	@ \$ 2.50 ea. =	_____
3 fixture trap	_____	@ \$ 3.00 ea. =	_____
4 fixture trap	_____	@ \$ 3.50 ea. =	_____
Backflow preventers	_____	@ \$15.00 ea. =	_____
Grease Traps	_____	@ \$15.00 ea. =	_____
Oil Separators	_____	@ \$15.00 ea. =	_____
Water Heater Replacement	_____	@ \$15.00 ea. =	_____
Interior Water Line Rough-in	_____	@ \$15.00 ea. =	_____
Exterior Water Line Replacement	_____	@ \$15.00 ea. =	_____
Exterior Sewer Line Replacement	_____	@ \$15.00 ea. =	_____
Underground Storm Sewer	_____	@ \$15.00 ea. =	_____
Under Slab Rough-in	_____	@ \$15.00 ea. =	_____
New Construction	_____	@ \$10.00 ea. =	_____
TOTAL	=====		=====