

PERMITTING AND INSPECTION PROCEDURES

NOTE: COMMENCING CONSTRUCTION WITHOUT A BUILDING PERMIT COULD RESULT IN SUBSTANTIAL PENALTIES AND DELAYS!

An owner of the subject property or a properly licensed (and bonded, if required) contractor may apply for the building permit.

BUILDING PERMITS ARE REQUIRED FOR:

- Construction of new structures or additions to existing structures. Additions include, but are not limited to, garages, carports, decks, porches, deck or porch coverings or enclosures, storage buildings exceeding 100 square feet.
- Placing (or replacing) mobile homes (single or double wide) or modular homes on property.
- Moving and/or placing previously constructed structures onto property. A separate moving permit must also be obtained.
- Constructing or installing swimming pools (below or above ground) An approved fence must be designed and constructed around the pool.

A site plan must be submitted for all of the above items.

Necessary information to be included on the site plan include (drawn to scale, and the scale properly noted on drawing):

1. Dimensions of the property.
2. Location and dimensions of both existing AND proposed structures or additions.
3. Distance to property lines of all structures (including proposed work) and driveways.
4. Location of all easements or right of ways.
5. Total square footage of property and of all proposed work.

The site plan for residences do not have to be drawn by a licensed professional, but all work must be legible and accurately drawn to scale. If you have a copy of your mortgage loan survey of the property, that will help you obtain the necessary dimensions. *For commercial, industrial, apartment units, subdivision or mobile home parks, site plans must meet the requirements as stated in Exhibit A, Madisonville Site Plan requirements.*

A building permit is also required for demolition of a structure (or any portion of a structure) and exterior or interior projects converting accessory areas into habited space. Generally, a building permit is required by the Town of Madisonville for any project that exceeds normal maintenance repair. Please call the Madisonville Building Official if you have any question about the necessity of obtaining a building permit for your project.

Unless otherwise agreed to, Building Permits require that construction commence within six (6) months of the date of issuance, and that all work be completed within twenty-four (24) months of the date of issuance. Permit fees are due and payable with the Building Permit application, and a current Town of Madisonville business license must be obtained before the Building Permit is issued. Building Permits *must* be posted on the job site before the start of construction and must remain visible during the construction process.

REQUIRED INSPECTIONS

Unless otherwise stated, the following inspections are required by the Town of Madisonville:

1. Footing. On this inspection, the setbacks, foundation plans, open trenches and forms will be checked. *No concrete is to be poured until this inspection is completed and approved.*
2. Framing. This inspection will be made after the framing, trusses, fire blocking and bracing are in place. All wiring, pipes, chimney ducts and vents that will be concealed later must be in place for this inspection. *No wall board, sheathing, etc. which would cover (hide) the work is to be installed until this inspection has been approved.*
3. Final. This inspection will review the approved plans and site layout and any corrections that had previously been requested. Also included with this inspection are the following items:
 - Determination of a final electrical inspection approval from FLEC.
 - Water and sewer hookups completed and functioning.
 - Proper lot drainage so as not interfere with adjoining properties.
 - Parking requirement adherence.
 - Other items as deemed applicable by the Building Official.

There may be other inspections required by the Building Official, depending upon the type of project being constructed. All inspections are done on a *best efforts basis* and any approval given by the Building Inspection Department shall be not be construed as a determination of the quality of work performed or of the materials used.

IT IS THE RESPONSIBILITY OF THE OWNER AND /OR CONTRACTOR TO REQUEST THESE INSPECTIONS IN A TIMELY WAY. Because of the limited office hours of the Building Official, an inspection request must be made to the Town of Madisonville a minimum of 48 hours in advance. Please call the City Hall (423-442-9416 or 423-442-5655) to schedule an inspection.

A Certificate of Occupancy (CO) will be issued upon the satisfactory completion of the final inspection. No building is to be occupied until the CO is issued.

GENERAL INFORMATION FOR BUILDING PERMITS

For the current Codes used by the Town of Madisonville, please call the Building Official at 423-442-5655.

The Tennessee registration law requires the use of registered architectures and/or engineers for the preparation and specifications for any building or structure *other* than the following:

- Structures classified as Business, Factory-Industrial, Residential or Storage. These classifications may be defined by referring to the adopted edition of the Standard Building Code, which are:
 1. Less than three (3) stories in height *and*
 2. Less than five thousand (5,000) square feet in total gross area;
 3. One and two family dwellings and domestic outbuildings for such;
 4. Farm buildings not designed or intended for human occupancy.

NOTE: PLANS AND SPECIFICATIONS FOR ALL STRUCTURES CLASSIFIED AS ASSEMBLY, EDUCATIONAL AND INSTITUTIONAL IN THE STANDARD BUILDING CODE MUST BE PREPARED BY ARCHITECTS OR ENGINEERS REGISTERED IN AND BY THE STATE OF TENNESSEE. IN ADDITION, OTHER TENNESSEE LAWS AND REGULATIONS REQUIRE PLANS AND SPECIFICATIONS FOR STRUCTURES IN THESE CLASSIFICATIONS BE APPROVED BY THE STATE FIRE MARSHALL AND/OR DEPARTMENT OF HEALTH.

Please note that the Tennessee registration law allows the awarding authority (in this case, the Town of Madisonville) to require the services of a registered architect or engineer for any proposed project, if deemed necessary by the Building Official.

Drawings (drawn to scale) and Specifications containing adequate details and information are required for all projects. The complexity of the proposed project will determine the type of information required for submittal.