

BUILDING PLANS REVIEW

BUILDING PERMIT APPLICATION



SITE PLAN AND BUILDING PLANS REVIEW PROCEDURES PLANNING AND CODES DEPARTMENT



DEVELOPMENT REVIEW TEAM

All commercial, multi-family, public, semi-public and industrial site plans must be submitted to planning staff for review by the Alcoa Regional Planning Commission (ARPC). The Development Review Team (consisting of city departmental staff representing planning, codes, engineering, electric and fire disciplines) and ARPC review such plans for proposed access, circulation drives, sidewalks, parking spaces, loading facilities, solid waste facilities, drainage facilities, utilities, landscaping, land use type, heights, setbacks and any other additional information that may be required. Note that any existing development (those types mentioned above) requiring a building permit must be submitted, to planning staff, for ARPC review and approval. Below are the procedures:

1. All site plans shall be prepared and certified by a licensed engineer, landscape architect, architect and/or surveyor, unless otherwise approved administratively;
2. The ARPC monthly meeting is held the 3rd Thursday of each month at 5:30 p.m. in the Municipal Building Commission Chambers. All completed site plans must be submitted, to the Planning and Codes Department, no later than 4:30 p.m. on the 1st business day of the month of the regularly scheduled meeting;
3. All site plans shall follow the regulations established in each applicable section of the Alcoa Zoning and Land Use Control regulations, as well as meet all other pertinent standards of design as established by city ordinance (**see Site Plan Review Flow Chart and Site Plan Review Checklist for required items for submittal**);
4. Although signage may not be shown on site plan, replacement and/or proposed signage must be reviewed and approved for permit by planning staff;
5. Having obtained site plan approval, appropriate construction plans and measures for controlling erosion and sediment must be received, reviewed and approved by engineering staff prior to issuance of a Grading Permit (**see Developer Process at <http://www.cityofalcoa-tn.gov/content/view/full/657>**) for Public Works and Engineering requirements;
6. A Building Permit must be issued prior to commencement of construction activity of any kind, site grading included, unless otherwise approved administratively. The cost of such permit is based upon the estimated cost of construction and must be obtained from the Planning and Codes Department. **Five (5) full sets of building plans must be submitted to the Planning and Codes Department for Building Plans Review.** At time of submittal, a Grading Permit Application must be filed. Plans are dispersed as follows:

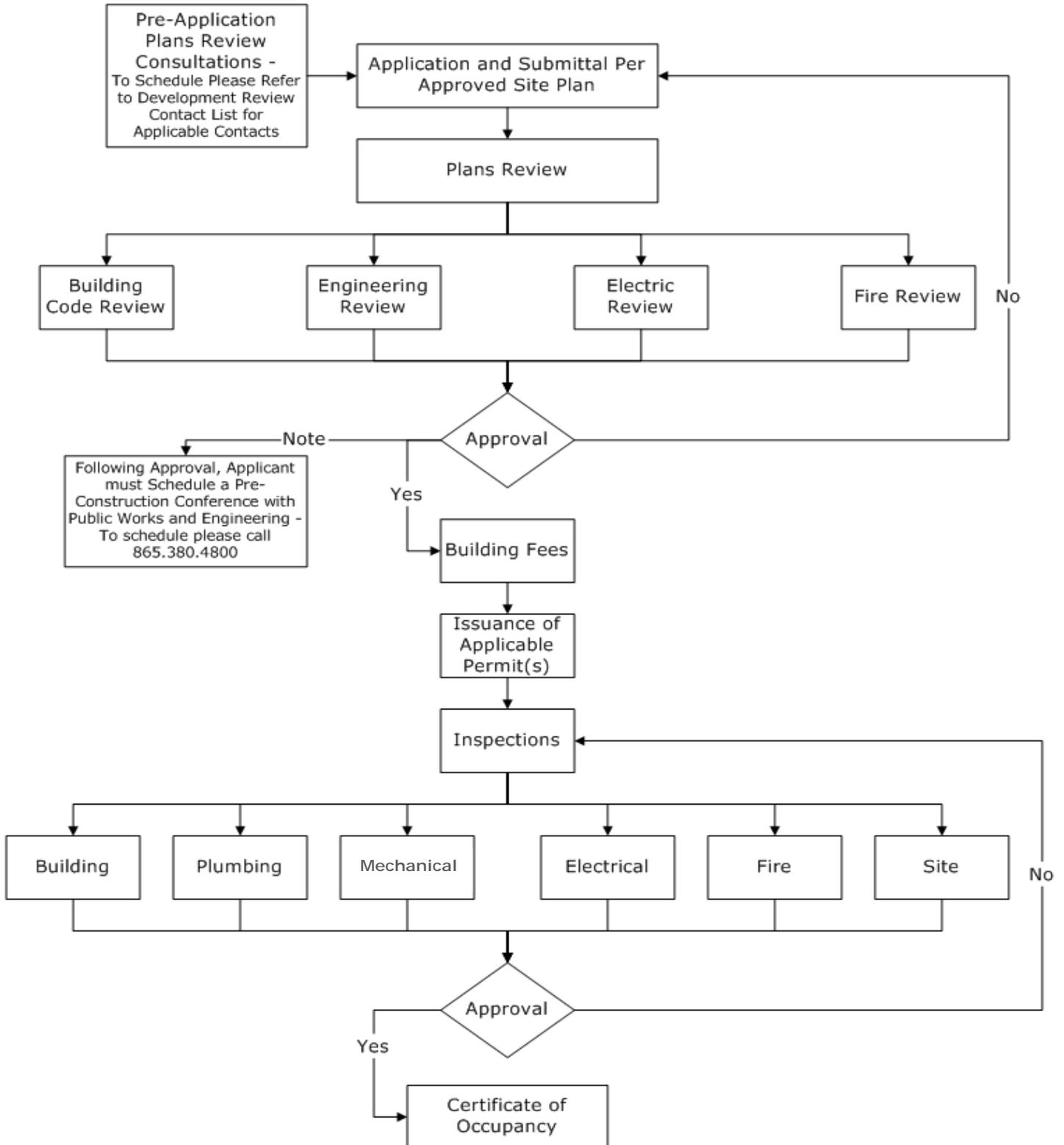
(2) Planning and Codes	(1) Engineering
(1) Fire	(1) Electric;
7. Building plans are reviewed in accordance with adopted codes (**view a list of adopted codes at <http://www.cityofalcoa-tn.gov/content/view/full/394>**);
8. Following a comprehensive review by the Development Review Team, comments shall be addressed to insure the issuance of a Building Permit. Once addressed, the application may be filled out and permitted – issuance contingent upon grading approval by Public Works and Engineering Department staff; and,
9. A **Certificate of Occupancy (CO)** will be issued upon completion and approval of all trade and departmental inspections (i.e., sign-off card), and meeting all other city requirements.

BUILDING PLANS REVIEW AND INSPECTIONS FLOW CHART

PLANNING AND CODES DEPARTMENT



DEVELOPMENT REVIEW TEAM



BUILDING AND INSPECTIONS CHECKLIST

PLANNING AND CODES DEPARTMENT



DEVELOPMENT REVIEW TEAM

A Building Permit must be issued prior to commencement of construction activity of any kind, site grading included. **Five (5)** full sets of plans must be submitted to Codes staff for Building Plans Review. Below are the checklist items to be completed prior to receiving a Certificate of Occupancy (CO) – note that additional items may be required:

Previous Site Plan Review and approval by the Alcoa Regional Planning Commission (ARPC) – see Site Plan Review Checklist if no site plan has been submitted;

If not previously submitted, submittal of landscaping plan (to planning staff) for review and approval by Alcoa Tree Board;

Submit building plans for review

Revise submitted plans, as required by building inspector(s);

Secure all permits: building, grading, electric temporary service, electrical, plumbing, gas and mechanical – **permits required in every trade**;

Foundation Survey Requirement sheet must be completed at time Building Permit is secured;

Pre-construction Conference will be required prior to start date – final inspection sign-off card will be given to permit holder;

Request new service, including sewer and water tap fees;

Request curb cuts by Public Works and Engineering;

Schedule footing inspection – footing must be clear and dry, undisturbed earth, metal placed and supported with “chairs” or concrete brick (clay brick is not allowed, width and depth according to code);

Submit Foundation Survey Requirement within fifteen (15) days of approved footing inspection;

Schedule plumbing (under-slab) inspection, if concrete is to be placed over pipes – each portion must have pressure test;

Schedule trade rough-in inspections: electric, plumbing and gas/mechanical with pressure tests;

Schedule framing inspection;

Schedule sheetrock inspection if fire-rated sheetrock is specified – fire-rated sheetrock must be inspected with all fasteners installed, but before taping, and printed rating on the boards must be readable;

Schedule sewer inspection – sewer must be in the ground, connected to the tap and properly bedded;

Schedule grease trap inspection (if applicable) from Public Works and Engineering Department;

Schedule final plumbing inspection - all fixtures must be in place and operational;

Schedule final gas/mechanical inspection – appliances must be connected, equipment operational and ductwork in place and supported per code;

Schedule engineering pre-final site and drainage inspections;

Schedule planning pre-final site inspection (i.e., landscaping, parking: parking to include appropriate vehicular and pedestrian pavement markings and etc.);

Schedule final building, fire, electric and site inspections;

For signage, a permit will be required prior to installation by planning staff,

Request a **Certificate of Occupancy (CO)** upon completion and approval of all trade and departmental inspections (i.e., sign-off card), and meeting all other city requirements.

FOUNDATION SURVEY REQUIREMENT PLANNING AND CODES DEPARTMENT



City of Alcoa • 223 Associates Boulevard • Alcoa, TN 37701 • Ph#: (865)380-4730 Fax#: (865)380-4744

NOTICE TO BUILDER – FOUNDATION SURVEYS

The building or structure to be constructed under the Building Permit must be located within the required setbacks for the specific zoning district or as specified in the recorded subdivision plat for a Planned Residential or Commercial Unit Development.

In accordance with Title 14, Chapter 2, Section 14-2.2304, Foundation Survey Required, a foundation survey may be required after the footers have been poured, in which case it shall show the exact location of the footers to the required setback and utility easements.

Codes Enforcement administers Building Permit and Foundation Survey Requirement.

A SURVEY WILL BE REQUIRED IF ANY OF THE FOLLOWING CRITERIA ARE MET:

- Where proposed new structure or addition to an existing structure, as reflected on the submitted site plan and building drawings, extends within ten (10) feet or less of a required side, rear or front setback or a dedicated utility easement.
- Where a new structure or addition to an existing structure is placed on a site with steep topography or wooded terrain that would make field verification difficult to determine accurately.
- Where existing property pins cannot be found due to construction activity or where they appear to have been improperly relocated on the property.

If the permit applicant is advised by the city of Alcoa that a foundation survey will be required, the applicant shall be responsible for obtaining the boundary survey. **All foundation survey work required shall be performed by a registered land surveyor.**

When a Building Permit is issued that includes footing and foundation work, a foundation survey must be submitted to the Planning and Codes Department within fifteen (15) days of an approved footing inspection. **All work must stop after fifteen (15) days, until the foundation survey is submitted.** A foundation survey will show the location of the foundation as-built or by pins set by the surveyor, once the footers have been poured. The location of the building on the lot, including all cantilevered portions, shall be within the required setbacks. **Any setback violations found must be corrected.**

The permit holder assumes all responsibility and risk prior to the review of, and subsequent approval by, the city of Alcoa of the required survey. If a violation of setback requirements is determined from the survey, the permit holder will be required to modify all work found to be in violation of the zoning or subdivision requirements.

Builders are hereby advised that the city inspects **only** for compliance with zoning code requirements. Some lots may be subject to restrictive covenants more restrictive than those required by the zoning code. It is the builder's responsibility to assure construction is within all applicable setbacks. For questions, please call Planning and Codes Department.

Project Information

(Answer **all** questions. Incomplete applications will **not** be processed.)

Name of Permit Holder: _____

Mailing Address: _____

Telephone: _____ Fax: _____ Email: _____

Property Address: _____

Tax Map and Parcel #: _____ **and/or** Lot – Block: _____

Building Inspector Signature

Date

Applicant Signature

Date

BUILDING PERMIT APPLICATION

PLANNING AND CODES DEPARTMENT



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Date: _____ 20____ Void After (Office Use Only): _____ 20____

Agent Applicant Contractor Applicant/TN License #: _____ or Homeowner Applicant

Name: _____ Office #: _____

Address: _____ Mobile #: _____

Property Location: _____

If an Agent Applicant, are you the Agent for Owner or Agent for Tenant

Owner	Name: _____	Architect/ Engineer	Name: _____
	Address: _____		Address: _____
	Office #: _____		Phone: _____
	Mobile #: _____		Mobile: _____
Contractor	Name: _____	Tenant	Name: _____
	Address: _____		Address: _____
	Office #: _____		Office #: _____
	Mobile #: _____		Mobile #: _____

Permit Type:	Proposed Use:	Construction Type:
<input type="checkbox"/> New Construction <input type="checkbox"/> Alteration	<input type="checkbox"/> Single-Family Residential	<input type="checkbox"/> I <input type="checkbox"/> IV
<input type="checkbox"/> Demolition <input type="checkbox"/> Building Relocation/Move	<input type="checkbox"/> Multi-Family Residential (2 or more)	<input type="checkbox"/> II <input type="checkbox"/> V
<input type="checkbox"/> Fence <input type="checkbox"/> Pool	<input type="checkbox"/> Commercial/Office/Industrial	<input type="checkbox"/> III
<input type="checkbox"/> Deck <input type="checkbox"/> Other: _____	<input type="checkbox"/> Accessory: _____	

Number of Dwelling Units (Residential Use Only): _____

of Buildings: _____ # of Floors: _____ Height(s): _____ Roof Slope(s): _____ Square Footage: _____

Zoning District: A B C C-1 D E E-1 E-2 E-3 F G I IC O-3 O-5 RDP

- Does the property contain any flood hazard area? Yes No If yes, what is the flood zone(s) and minimum finished floor elevation (MFFE) required? A AE X MFFE: _____ **Structures shall not encroach zones A or AE and are to have a MFFE 1 foot above the established 500-year flood elevation. See FEMA elevation and floodproofing certificates.**
- Has a curb grade been obtained? Yes No
- A site plan shall be provided on the back or attached hereto.

In making application for a building permit, the applicant states that the information given is, to the best of his/her knowledge, true and accurate. It is understood and agreed to by the applicant/contractor that any error, misstatement, or misrepresentation of fact, either with or without intention on his part, such as might, if known cause a refusal of this application or any alteration or change in plans made without the approval of the Building Inspector subsequent to the issuance of the Building Permit, shall constitute sufficient grounds for the revocation of such permit. It is further understood and agreed to by the applicant that the issuance of a building permit does not exempt him/her from any and all other regulations that may be imposed separately by residential or commercial association authorities whereby restrictive covenants are established and in effect.

Estimated Construction Cost: \$ _____ Date _____ Applicant _____

Office Use Only

Permit applied for above will or will not comply with the Zoning Ordinance as prescribed for the City of Alcoa Zoning and Land Use Control Regulations. Permit Issued Permit is denied for the following reason(s): _____

Fee Paid: _____ Receipt #: _____ Date: _____

City Treasurer

Building Inspector

Certificate of Occupancy

Having inspected the premises above to determine that construction has been undertaken in compliance with the above application and in conformity with the Zoning Ordinance and Building Codes, an occupancy permit authorizing use of the building for the purpose listed above is hereby granted.

Building Inspector

Date

Inspections Completed

Footings: _____ Framing: _____ Fire Rated Sheetrock: _____ Final: _____

SITE PLAN

A large grid for drawing a site plan. The grid is composed of 20 columns and 20 rows of small squares, providing a space for the applicant to draw their lot, buildings, and other site features.

STREET

1. In the space provided above represent your lot and indicate lot dimensions.
2. Locate all existing conditions, as well as all proposed improvements on your lot.
3. Show the distances from all front, side and rear lot lines and give distances between all buildings.
4. If in an area of special flood hazard, provide elevation, in relation to mean sea level, of lowest floor.