



**City of McMinnville
Community Development Department**

101 East Main St.
McMinnville, TN 37110
(931) 473-1204

PERMIT APPLICATION

COMMERCIAL AND APARTMENTS (3 OR MORE)

Date: _____

PROJECT INFORMATION:

Name of Business/Project : _____

Project Address: _____ Suite #: _____

Description of Work: _____

Proposed Use: _____

Project Applicant: _____ Telephone: _____

Contractor: _____ Telephone: _____

Project Valuation: _____ *(Copy of contract required)*

If Plans are required: Submit two (2) copies of construction documents, statement of special inspections, geotechnical report, structural report and all other data. See attached list of required submittal documents.

After plans have been reviewed plan review comments can be e-mailed, faxed or mailed to the following individual:

Name: _____ E-Mail, Fax or Address: _____

All Plans, Specifications and supporting documents will be disposed of 5 years after issuance of Certificate of Occupancy and/or Completion. Please contact us within this time frame if you want these plans returned.

Applicant's Name: _____

Applicant's Signature: _____ Date Signed: _____

I hereby certify that I have read this application and know the same to be true and correct. I understand that construction will be inspected for compliance with the 2012 International Building Code and other State and County laws and ordinances governing this work and agree to abide by the same whether specified herein or not. I further understand that the granting of a permit does not presume to give authority to violate or cancel the provisions of any State or County Ordinance regulating construction or the performance of construction. Issuance of a permit does not imply or represent that proposed construction complies with subdivision or deed restrictions, restrictive covenants, or other conditions which may be applicable to a particular parcel of property.

Office use only:
Zoning: _____ Type of Construction: _____
Occupancy Classification: _____ Sprinklered: Yes ___ No ___
Occupant Load: _____ Square Footage: _____ Plans Examiner: _____

NOTES: _____

APPROVALS	FOR OFFICE USE ONLY	
ZONING : _____	DATE APPROVED: _____	Permit #: _____
BUILDING: _____	DATE APPROVED: _____	Date Received: _____

Plan Submittal Checklist

All plans must be designed in accordance with the following adopted city codes:

2012 International Building Code
2012 International Mechanical Code
2012 International Fuel Gas Code

2012 International Fire Code
2012 International Plumbing Code
2012 International Energy Code

All plans for new construction, tenant build-outs and renovations must contain the following code information and the manner in which compliance has been achieved:

All applicable codes	Life safety plan
Allowable height and area	Number of stories
Construction type	Building area (s.f.)
Occupancy group	Sprinklered or nonsprinklered
Fire alarm	
Rated walls, floors, ceilings, roofs, doors, etc.	
Rating of structural members and walls	
Copy of the site plan showing distances of less than 30 ft. to other buildings, streets, alleys, or public ways	

1. All plans for additions, tenant built-outs, and renovations must show the project location in relation to the entire existing floor or structure of the building in which or upon which it will be constructed.
2. Two (2) sets of architectural, mechanical, plumbing, electrical, and civil drawings are required.
3. When stamped drawings are required, every sheet of each set of plans must be stamped, signed, and dated by a registered architect or engineer per state law.
4. Provide a site map showing location of surrounding streets, along with address of project.
5. Shop drawings must be approved and stamped by a Tennessee Registered Engineer or Architect (2 sets required).
6. Sprinkler design and shop drawings must comply with State of Tennessee (standard of care for Fire sprinkler design). One copy of engineered approved shop drawings and calculations must be submitted.
7. Projects requiring flood-proof construction located in FEMA Flood Zones must be accompanied by a flood-proof design certificate prepared by a registered engineer or architect.

The State Fire Marshal's Office reviews and approves designer sealed building plans for new buildings, additions to existing buildings, change of occupancy projects, or building renovations anywhere in Tennessee:

1. Educational Occupancies, (schools) kindergarten through the 12th grade
2. Day Care Occupancies, (child and adult) licensed by the Tennessee Department of Human Services (DHS)
3. State owned or leased projects, (state office buildings, universities, colleges, etc.) Exception: Facilities leased by the state located in a jurisdiction of local government that has obtained the exemption authorized by Tenn. Code Ann. § 68-120-101(b)(2). [Rules 0780-02-03-.02(1)(d), Effective 06-27-2010]
4. State agency licensing, when the agency identifies through law or rule that the SFMO must perform fire inspections. (DHS, Tennessee Department of Children's Services (DCS).
5. Assembly Occupancy of 300 or more.
6. Business Occupancy three or more story buildings.
7. Residential Occupancies, except 1 & 2 Family Dwellings and Townhouses.
8. Correctional Facilities
9. Enclosed Malls
10. High-Hazard Industrial (2006 IBC Groups H-1 and H-2 only; Excluding Storage)

Note: After State Fire Marshal approval of plans, submit the approved copy along with one additional copy for review by the City of McMinnville Planning & Zoning Department.

ADDITIONAL APPROVALS

OUTSIDE AGENCIES	REQUIRED	APPROVED	NOT REQUIRED
STATE OF TENNESSEE DIVISION OF FIRE PREVENTION			
STATE OF TENNESSEE DIVISION OF GROUNDWATER PROTECTION			
TDOT			
PUBLIC WORKS			
WATER/WASTEWATER DEPARTMENT			
FIRE DEPARTMENT			
MCMINNVILLE ELECTRIC SYSTEM			

INSPECTIONS

INSPECTIONS	REQUIRED	APPROVED	NOT REQUIRED
STORMWATER/LAND DISTURBANCE			
BACKFLOW PREVENTER			
WATER METER			
WATER SERVICE			
SEWER			
FOOTING OR MONOLITH SLAB			
SLAB OTHER THAN MONOLITH			
FLOOR SYSTEM/FOUNDATION			
FRAMING ROUGH-IN			
INSULATION			
PLUMBING ROUGH-IN			
PLUMBING FINAL			
MECHANICAL ROUGH-IN			
MECHANICAL FINAL			
FIRE			
OCCUPANCY LOAD			
SIGNS			
OTHER			
OTHER			
FINAL			

PERMIT FEES

Total Valuation (Copy of contract required): _____

Total Permit Fees: _____

PLEASE MAKE CHECK PAYABLE TO CITY OF MCMINNVILLE

CONTRACTOR NAME: _____

Address: _____

City: _____ State: TN ZIP: _____

Phone: _____ Email: _____

Contractor License #: _____ Classification: BC BC-A BC-B

APPLICANT SIGNATURE

I hereby certify that I have completely read the important notices document and truthfully completed this application and that I have complied with the Business licensing and Workers' Compensation laws of the State of Tennessee*, that I am properly licensed pursuant to T.C.A. Title 62, chapter 16 and I certify availability of a public sewer or obtainment of a septic permit and all licenses or permits required by state or local law or ordinance.

Signature of contractor/authorized agent Date

** Questions regarding Workers' Compensation should be directed to the Tennessee Department of Labor and Workforce Development at 615-741-2395 or www.tn.gov/labor-wfd/wcomp*



City of McMinnville Planning & Zoning Department

Application for Land Disturbance Permit

Project name; permit applicant information

Project name:

Applicant name:

Address:

City: State: Zip:

E-mail:

Office ph. no.: Cell no.:

Contact person:

Signature of owner or officer:

Is this an application for renewal of an existing Land Disturbance Permit? Yes No

Description of property

Address:

Legal description:

Tax reference # Example: 091 AA 001.00
Map # Group #(optional) Parcel # Map # Group # Parcel #

Owner of property of record:

Description of land disturbance; nature, extent and purpose

Total acreage: acres Project Acreage: acres

Will fill material be brought onto site? Yes No

Will excavated material be removed from site? Yes No

If Yes, is the other site covered by a Land Disturbance Permit? Yes No

Contractors in charge of land disturbing activity & installation and maintenance of erosion prevention and sediment control measures

General contractor:

Address:

City: State: Zip:

Contact person: E-mail:

Office ph. no.: Cell no.:

Other contractor:

Responsibility:

Address:

City: State: Zip:

Contact person: E-mail:

Office ph. no.: Cell no.:

Water Quality – Related Issues

List streams that receive water runoff from site:

Provide copy of State of Tennessee (TDEC) NOI for Construction General Permit.

If the State has issued permit coverage, provide permit tracking no.: TNR14

No of sinkholes on property? No. of wetlands on property?

This construction will involve the following; indicate number of each:

Stream crossings for utilities	<input type="text"/>	Alteration of wetlands	<input type="text"/>
Improvement to sinkholes	<input type="text"/>	Construction road crossings of waters	<input type="text"/>
Stream restoration or bank stabilization	<input type="text"/>	Alteration of wet-weather conveyances	<input type="text"/>

CITY USE ONLY

Received Date	Planning & Engineering No.	Priority Activity / 303d Stream	Inspector/area	Permit Number
SWPPP Approved	MWSD File No.	Pre-Con Mtg. Completed	Pre-Con Insp. Passed	
Threatened & Endangered Aquatic Fauna	Flora Fauna		Latitude	Longitude

Submit completed application to

City of McMinnville Planning & Zoning Department
101 East Main Street
P.O. Box 7088
McMinnville, TN 37111

For more information contact:

Planning & Zoning at (931) 473-1204
www.mcminnvilletenn.com

Permit will be issued by the Planning & Zoning Department (2nd Floor, City Hall). Applicant must show proof of Tennessee Contractor's License and current workman's compensation.