



**City of McMinnville
Community Development Department**

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

PERMIT APPLICATION
SINGLE-FAMILY DWELLING

Date: _____

PERMITTEE: _____

1. DESCRIPTION OF THE WORK TO BE PERFORMED

- New Construction Single Family
- Addition of 30 Sq. Ft. or more in interior space
- Change of Occupancy to Single Family Residential

Heated Sq. Ft. of work to be performed: _____

Unheated Sq. Ft. of work to be performed: _____

For additions and changes in occupancy only: Will new construction include plumbing or HVAC? Yes No

Foundation: Conventional (crawl space with no slab) Slab and Footing cast separately (for finished living areas only) Slab and Footing cast monolithically (for finished living areas only)

Basement: Yes No

Number of stories (not including basement) of new construction or addition: 1 2 3

Applicable on 3 story with basement only: I certify the finished surface of the floor above the basement is not more than 6 ft above grade plane, (b) is not more than 6 ft above the finished ground level for more than 50% of the total building perimeter or (c) is not more than 12 ft above the finished ground level at any point. Yes No

2. LOCATION OF CONSTRUCTION

Street #: _____ Prefix: _____ Street Name: _____ Suffix: _____

City: _____ County: _____ ZIP: _____

Is this property within the city limits? No Yes Zoning: _____

Parcel ID #: _____ CtrlMap: _____ Grp: _____ Parcel: _____ Example: 089 A 030.22

For information on your Parcel ID #, please visit <http://www.assessment.state.tn.us>
If this property is part of a parent parcel that has not been assigned a Parcel ID #, please use the parent parcel's ID #.

3. OWNER FIRST NAME: _____ **LAST NAME:** _____

Street #: _____ Prefix: _____ Street Name: _____ Suffix: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

4. PERMIT FEES

Total Valuation: _____

Permit Fee Total: _____

PLEASE MAKE CHECK PAYABLE TO CITY OF MCMINNVILLE

APPROVALS

FOR OFFICE USE ONLY

ZONING : _____

DATE APPROVED: _____

Permit #: _____

BUILDING: _____

DATE APPROVED: _____

Date Received: _____

5. ADDITIONAL APPROVALS

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

6. 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			
OTHER			
OTHER			
FINAL			

Homeowner-Applicant Affidavit for Building Permit:

Questions - If you answer "No" to any of these questions, you do not legally qualify:

1. I am a record owner of the property on which the work is to be performed and this residential structure is for my own individual use and is not for sale, lease or rent and a homeowner permit has not been obtained by me within the last two (2) years.

Yes No

2. I will perform all work for which the building permit was issued, except where otherwise noted, and agree to ensure anyone hired must show proof of license where required by state law (\$25,000 or more for materials and labor.)

Yes No

3. I am not hiring a construction manager to oversee the project.

Yes No

4. I understand that should I cease to act as the owner-builder of the project, and hire a contractor to complete the project, this permit will be voided and the contractor will apply for a new permit.

Yes No

I, _____, certify by
[Homeowner Name]

signing below that I have read the important notices document and understand the requirements and responsibilities that accompany a Homeowner's Permit and that I have truthfully completed this application and that 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 Property Owner

Date

CONTRACTOR NAME: _____

Address: _____

City: _____ State: TN

ZIP: _____

Phone: _____

Email: _____

OR

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*

SITE PLAN FORM
City of McMinnville, Tennessee
Planning & Zoning Department

INSTRUCTIONS:

- Sketch your site plan below (do not tape or staple to this form)
- Show property lines and dimensions
- Indicate north direction
- Locate all existing and proposed new buildings with dimensions to property lines
- Show the location and names of street(s) and location of existing or proposed access
- Show septic field (if applicable)
- Indicate location and dimensions of all easements

Date: _____ Address: _____
Completed by: _____



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

Alteration of wetlands

Improvement to sinkholes

Construction road crossings of waters

Stream restoration or bank stabilization

Alteration of wet-weather conveyances

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.