



**City of McMinnville
Community Development Department**

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

**PERMIT APPLICATION
TOWNHOUSES**

Date: _____

PERMITTEE: _____

Sprinklers are required if: (a) 4 or more units, (b) 3 units with 5,000 or more total square feet or (c) 3 units with less than 5,000 total square feet and three or fewer stories if not separated by 2 hour firewall.

1. DESCRIPTION OF THE WORK TO BE PERFORMED

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

Project Valuation (Copy of contract required): _____

Total Permit Fees:

PLEASE MAKE CHECK PAYABLE TO CITY OF MCMINNVILLE

APPROVALS

FOR OFFICE USE ONLY

ZONING : _____

DATE APPROVED: _____

Permit #: _____

BUILDING: _____

DATE APPROVED: _____

Date Received: _____

6. 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			

7. 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			

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*

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.