



City of McMinnville *Community Development Department*

Permit Application & Inspection Process

Permit Application Process

Permit applications are available at City Hall located at 101 East Main Street or online (http://www.mcminnville.tenn.com/departments/planning_and_zoning/maps_and_forms.php).

There are applications to be completed separately for each discipline (building, plumbing and mechanical).

Most residential projects will not require a design professional provided the plans comply with the prescriptive requirements of the code. The code official will determine if engineered plans are required. Mechanical, plumbing and electrical plans requirement will be determined by the code official based on the scope of the project.

Required Documentation for Permit Application:

Residential:

- Two copies of a plot plan drawn to scale to show where the new home or addition or new building is located. Setback distances from property lines and existing structures must be shown.
- Two sets of building plans drawn to scale with dimensions.
- Plans shall be in compliance with current codes, City Ordinances, and TN State law. The plans shall include:
 - A plan for each floor, identifying each room or use
 - Minimum two elevations (side and front)
 - Insulation R-values for ceiling, framed and mass walls, floor, basement walls, slab, and crawlspace walls.
 - Stair detail. Must include riser height and tread depth.
 - Size and type of all building materials (including windows & doors)
 - A cross sectional view cut through the building
 - Roof framing plan or trusses. Stamped truss drawings are required.
 - Manufacturer's specifications for all engineered lumber.
 - Identify egress windows where required.

Examples attached at end of this document for your reference.

[Deck Guide \(DCA-6\)](http://www.awc.org/codes-standards/publications/dca6) (<http://www.awc.org/codes-standards/publications/dca6>)

Commercial:

New Buildings and Additions:

- A certified site plan, and where required by City Code, any board approvals or conditions.
- Engineered civil plans showing existing and proposed topography and infrastructure (Storm water BMPs, water and sewer lines, gas lines, electric service lines)
- Two sets of building plans drawn to scale with dimensions and structural calculations. Plans must be drawn to current codes.
- Most projects require an Architect's stamp. A complete list when an architect is required can be found here (<https://www.tn.gov/commerce/article/arch-requirements-for-building-design>) The Architect must be registered in the State of Tennessee.
- Stamped drawings are required for all trusses and engineered lumber.
- Plans shall be accompanied by a code analysis.
- Some larger projects may require special inspections and /or third party review.
- Plumbing, Mechanical, and Electrical drawings may require a stamp by the engineer registered in the respective discipline.

Interior Buildout, Alterations or Renovations:

- Submit two sets of floor plans drawn to scale with dimensions. The above requirements may apply.
- Identify square footage of existing building and square footage of work area.
- Type of existing and proposed construction material.
- Identify means of egress.
- Ratings of walls, floors, and ceilings. Note listed assemblies and fire stop materials.
- Use of existing space and proposed space, and adjacent spaces.
- Note occupancy load.
- Insulation R-values.
- Include door and window schedule.
- When the building permit is approved, one copy of the plans remains as an office copy and the other is returned to the applicant.

The approved plans must remain on site throughout the inspection process.

Inspection Process

NO WORK IS TO BE CONCEALED UNTIL INSPECTED AND PERMISSION GIVEN TO PROCEED. PICTURES WILL NOT BE ACCEPTED AS PROOF OF CODE COMPLIANCE. THE INSPECTORS MUST VISUALLY INSPECT THE WORK.

1. Twenty-four hour notice to schedule inspections is required. All requests must be made between 8:00 AM and 4:00 PM Monday - Friday, at the Community Development

Department at 101 East Main Street. Inspection requests may be left at 931-473-1204.

2. All work for which an inspection is being requested must be complete and ready for inspection during normal inspection hours on the date of the requested inspection. If at the time the inspector arrives, the work is not ready for inspection there may be up to a 48-hour delay before another inspection can be scheduled. Any inspection may be canceled prior to 9:00 AM on the day of the inspection.

IT IS THE PERMIT HOLDERS RESPONSIBILITY TO CALL FOR FINAL INSPECTIONS

SCHEDULE OF REQUIRED INSPECTIONS

NOTE: The inspections listed below shall not limit the type or frequencies of inspections that this department may deem to be prudent to ensure complete code compliance.

EROSION CONTROL

- All erosion control measures must be in place.

FOOTINGS

- Forms and steel in place.

FOUNDATION

- Plot Plan submitted to building official prior to inspection. The plot plan shall include dimensions of foundation, wetland locations, setback locations required by Zoning/Planning regulations and distances to all setbacks.
- Prior to backfilling, all items are to be in place (includes footings, frost walls, piers, damp-proofing, foundations drains and filter fabric).
- Sanitary facilities must be provided on job site.

UNDERGROUND ELECTRICAL SERVICE CONDUIT (MES)

- Conduit in place, sand for burial on site and marking tape available.

SONOTUBES/ PIERS

- Prior to placement of concrete for verification of depth.

FRAME, ROUGH PLUMBING, ROUGH MECHANICAL, ROUGH ELECTRIC (MES)

- Must be roof tight with all exterior doors and windows installed.
- Pressure test required on DWV system.

INSULATION

- Must be weather-tight

PERMANENT ELECTRIC SERVICE

- Panel interior must be exposed, ground rods visible or connection to footing steel.

ABOVE CEILING

- Ceiling grid installed, all fixtures in place, and low voltage wiring complete before all tiles are installed.

FIREPLACE

- At throat with first flue tile set.

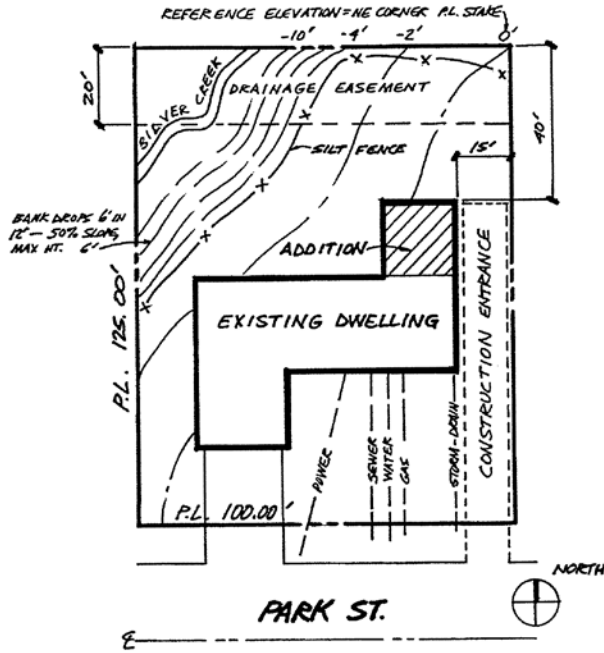
GAS LINES / GAS TANK

- Interior lines with air pressure at time of inspection with all stops and caps in place.
- Buried lines before backfill (backfill material must be on-site).
- Gas tank in place with fill material on site (no fill around tank).

CERTIFICATE OF OCCUPANCY

All items required prior to the request for Certificate of Occupancy Inspection if applicable.

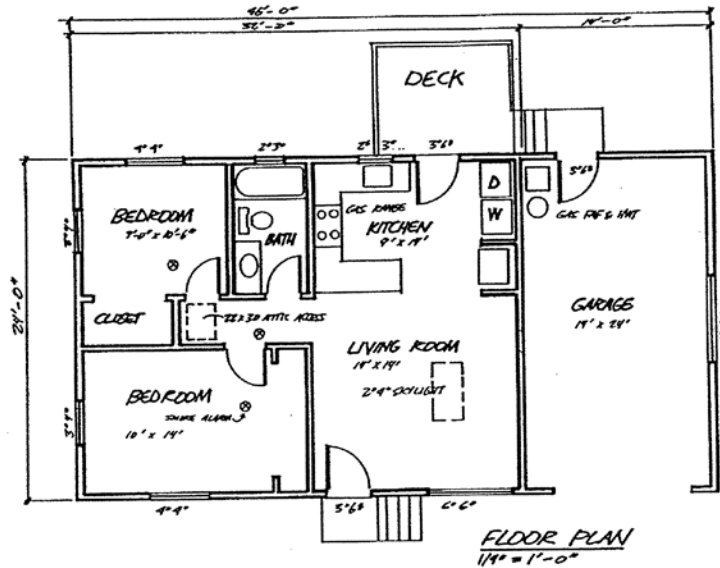
- Building Inspectors Acceptance
- McMinnville Electric System (MES) Acceptance
- Fire Department Acceptance
- Planning & Zoning Acceptance
- Water and Sewer fees paid to Department of Water & Wastewater
- Driveway permit if applicable.



SITE PLAN YOUR SITE ADDRESS
 1" = 20'
 YOUR NAME & DATE YOUR TELEPHONE NUMBER

SITE PLAN

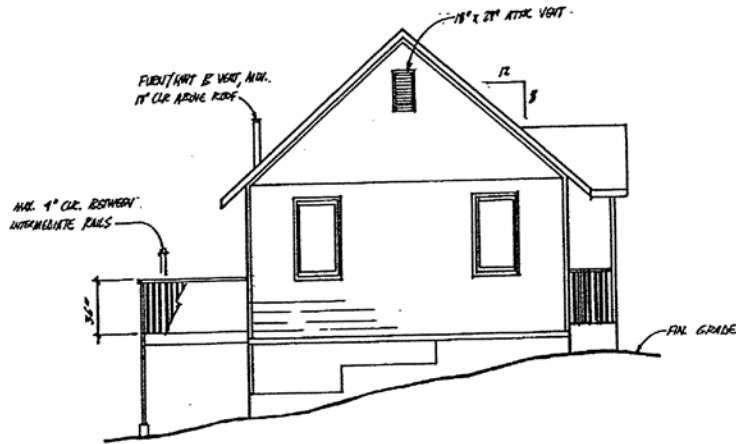
FLOOR PLAN



The floor plan is a detailed "map" of the new work in your project, and sometimes parts of the existing building, too. We suggest you use the scale 1/4"=1'0", and include the following:

1. A separate plan for each floor level where any work will occur.
2. All walls, windows, doors, skylights, steps, decks, landings, patios, plumbing fixtures, fireplaces, woodstoves, furnaces, laundry equipment, and other appliances.
3. Use and dimensions of each room, like "bedroom", "living room", "walk-in closet" and so on.
4. Location of all smoke detectors, all vent fans, and access to the attic.
5. Indicate the fuels that various appliances will use, like "electric dryer", "gas range", "propane furnace", or "gas log fireplace" for example.

ELEVATIONS

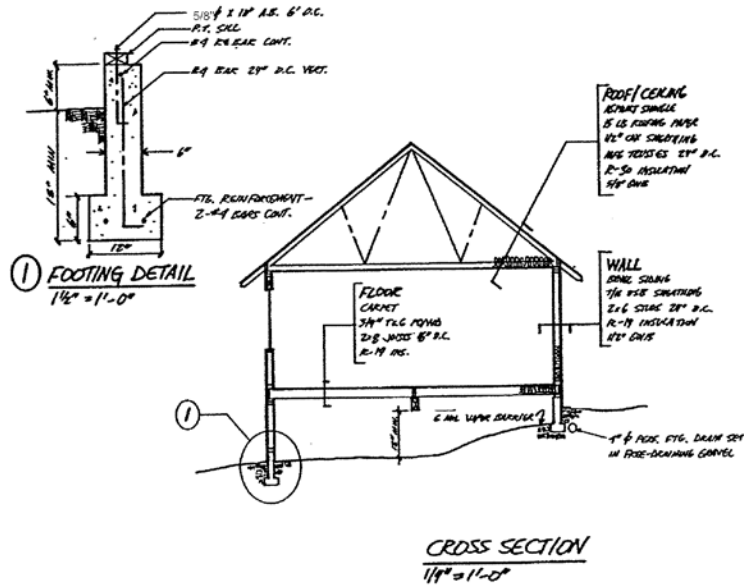


ELEVATION
1/4" = 1'-0"

Elevations show what the building will look like from its exterior. Recommended scale is 1/4"=1'0". Depending on the specific project, sometimes just one elevation (like the "north" side, for example) is sufficient. For other more complex projects, views of the north, east, south and west sides must be shown, including:

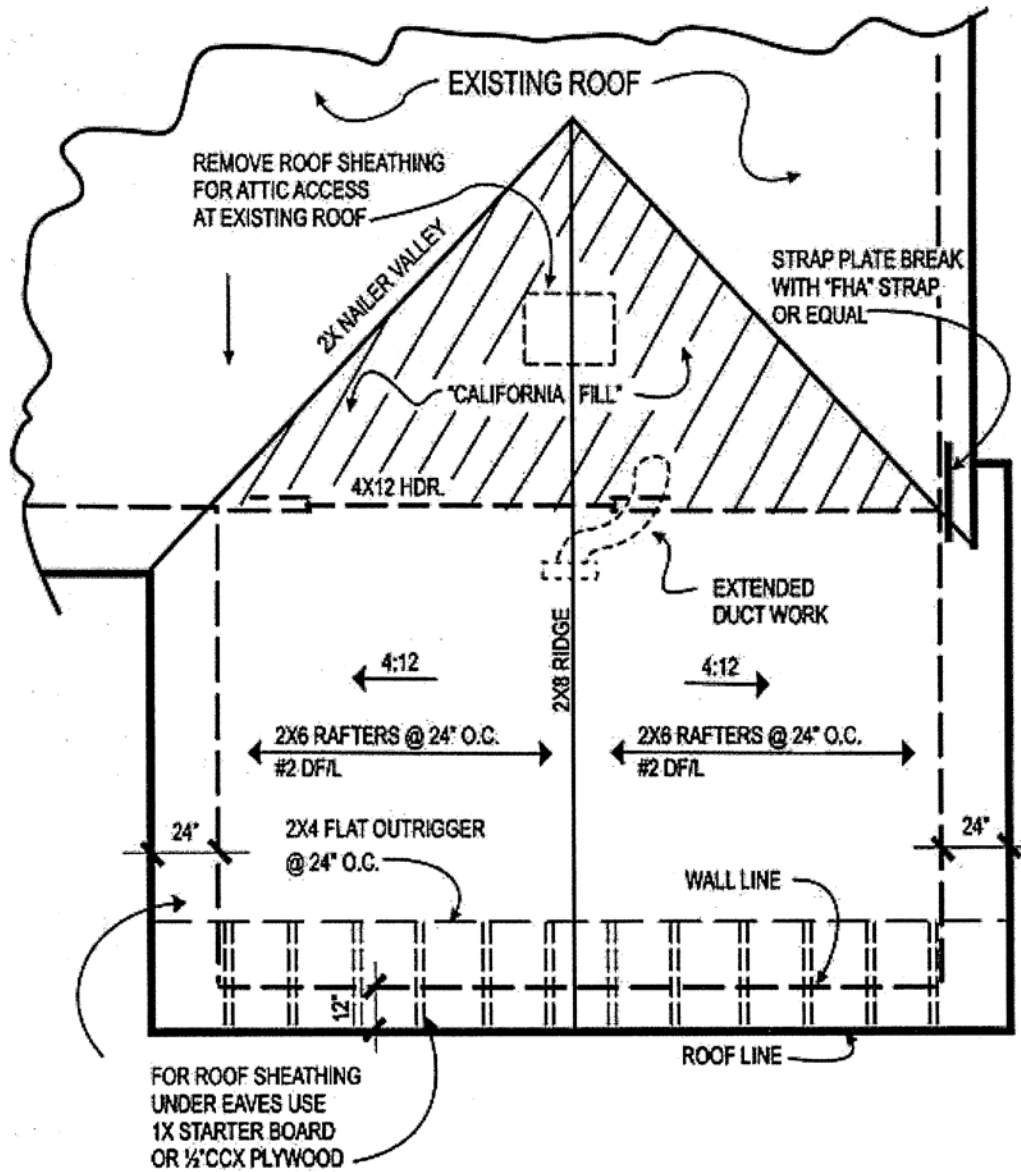
1. Final grade - the slope and shape of the ground around the building after the project is complete.
2. Eaves and roof overhangs. Roof pitch. Chimney locations and heights.
3. All windows and doors. All roof/attic vents.
4. All decks, guardrails, landings, porches, stairs and handrails.

CROSS SECTION



A cross section is a handy way to show lots of information. It's like slicing through an apple to see the core inside. A good scale to use is, again, 1/4"=1'0", and a complete cross section would include:

1. Footing size and depth below grade, foundation wall thickness, and rebar locations.
2. Final grade of the earth around the building, and the clearance between earth and wood.
3. Beams (don't forget solid blocking), treated sill plates, vapor barrier.
4. Size and spacing of all joists, studs, headers, rafters and trusses. All roof, floor and wall sheathing. Specify the siding, roofing material, and interior wall and ceiling finish materials.
5. All floor, wall and ceiling insulation, expressed in "R" values.



ROOF (FRAMING) PLAN

SAMPLE NOT FOR CONSTRUCTION PURPOSES