



DEVELOPMENT SERVICES DEPARTMENT

ZONING PERMIT AND BUILDING PROJECT DESIGN & REVIEW REQUIREMENTS

PERMITS. The use made of property may not be substantially changed, substantial clearing, grading, or excavation may not be commenced, and buildings or other substantial structures may not be constructed, erected, moved, or substantially altered except in accordance with and pursuant to one of the following permits: a zoning permit issued by the administrator, or a special exception permit issued by the board of zoning appeals. Before physical improvements can be made to any property, with noted exceptions as per §14-212(2), the owner, developer, or agent must obtain **site plan approval** and the required **construction permits**. Before physical improvements can be made to a proposed subdivision, the owner, agent, or buyer under contract, must obtain an approved, **preliminary plat**. Before property can be subdivided, the owner, agent, or buyer under contract must obtain an approved **final plat**.

PROFESSIONAL DESIGN REQUIREMENTS. In accordance with requirements of TCA 62-2-102, the 2018 International Building Code section 106.1, and City of Maryville policy, construction projects must be designed by Tennessee registered design professionals (architects and/or engineers.) The professional design requirement may be waived if it is determined that the nature of the work is such that review of construction documents is not necessary to obtain compliance with the codes and regulations or the documents submitted are detailed enough to determine compliance and are not otherwise required to be professionally designed (see guidelines below).

One- and two-family dwelling occupancies usually do not require professional design, though they do still require permits. In certain situations, soils or structural conditions may require engineering. *CONTACT THE CITY OF MARYVILLE CODES ENFORCEMENT OFFICE AT 865-273-3510 FOR MORE DETAILED INFORMATION.*

BUILDING PLANS SUBMITTAL AND REVIEW GUIDELINES. To start the design review process, applicants must submit a completed "Building/Zoning Permit Application and Plan Review Submittal Form" with the building project plans to the City of Maryville Codes Department (Attn: Gary Walker 416 West Broadway Ave. Maryville, TN 37801). The appropriate review fees must be paid at the time of submittal.

If submitted by a design professional, the following must be submitted:

- One (1) CD (PDF format) of complete sealed architectural and engineering design documents.

If not submitted by a design professional, the following must be submitted:

- Three (3) copies or a PDF of scaled floor plans with dimensions indicating:
 - Building area (square feet)
 - Type of construction
 - Use of all rooms and spaces
 - Hourly fire ratings
 - Fire extinguisher sizes and locations
 - Fire alarm system location
 - Fire sprinkler system location and type
 - Exits, exit signs and emergency lighting locations
 - All required accessibility features
 - Wall sections
 - Materials
 - Guardrails and handrails
 - Interior finish schedule
- Scaled elevations for projects located in areas subject to citywide commercial design guidelines (downtown districts and industrial zones are exempt) or historic district review (historic districts)
- Other details may be required for specific projects as necessary
- Non-PDF submittals- call for information if not submitting electronically.

AFTER SUBMITTAL. Once received, project buildings plans will be reviewed by the appropriate City of Maryville Departments. The initial review takes ten (10) to twenty (20) working days, after which time the written review comments will be forwarded to the design professional and/or contact person. Any significant code violations identified will require correction by revised drawings, addenda, or other documentation. The project contact person will be notified when the project has been approved for permits. For additional information regarding building plan review, contact Gary Walker at City of Maryville Codes Department at 865-273-3510 or email gcwalker@maryville-tn.gov. For information concerning site plan submittal and review process, contact Brian Boone with City of Maryville Engineering Department at (865) 273-3505 or email at bboone@maryville-tn.gov.

For Site Plan Development Guidelines go to: <http://www.maryvillegov.com/engineering.html>



City of Maryville, Tennessee

Department of Development Services

ZONING/BUILDING PERMIT APPLICATION & PLANS SUBMITTAL FORM

Project Name: _____

	Location of Project:	Number and Street _____	Unit Floor _____	Phone at site _____	
	Zoning District:	_____			
CUSTOMER INFORMATION	Permit Holder is:	_____			
	Contact Person:	Name _____	Phone _____	Email _____	
	Contractor:	Name _____	Number and Street _____	City State Zip _____	
		State License Number _____	License Class _____	Phone _____	Email _____
	Tenant: (if applicable)	Name _____	Phone _____	Email _____	
	Property Owner:	Name _____	Number and Street _____	City State Zip _____	Phone _____
	Designer of Record:	Name _____	State Registration Number _____	Phone _____	Email _____

TYPE OF WORK	New Construction	<u>BUILDING INFORMATION</u>	<u>BUILDING CODE OCCUPANCY TYPE</u>
	Additions	Building Type: _____	<u>IRC- 1 or 2 Family Dwelling or Townhouse</u>
	Alterations or Repair	Construction Type: _____	Detached Attached
	Demolition	Occupancy Load (Total): _____	Premanufactured Dwelling
	Retaining Wall	Assembly Occupancy Load: _____	Modular Dwelling
	Accessory Building	Total Exit Width Provided: _____	_____
	Modular Building	Fire Sprinkler System: _____	<u>IBC</u>
	Use/Tenant Change	Fire Alarm System: _____	Occupancy Type (Predominant)
	Building Height (Feet): _____		
	Building Height (Stories): _____		
	Building Footprint Area: _____		
	Construction Area (sf): _____		

BRIEF PROJECT DESCRIPTION:

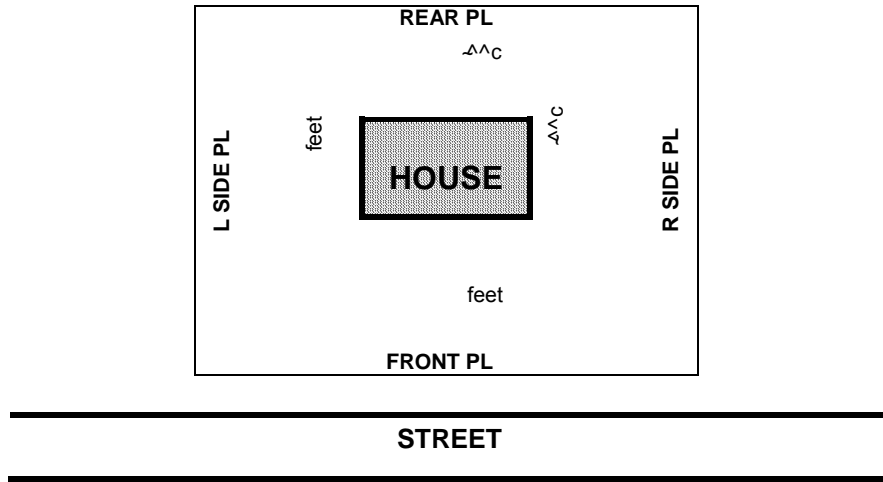
Property Dimensions	IS A ZONING PERMIT REQUIRED? Yes No
	Current Zoning Use: _____ Proposed Zoning Use: _____
	Lot Size: _____ acres Lot Dimensions: _____
	Primary Building Setback from Property Lines
	Front: _____ feet L Side: _____ feet R Side: _____ feet Rear: _____ feet
Accessory Building Setback from Property Lines	
Front: _____ feet L Side: _____ feet R Side: _____ feet Rear: _____ feet	

Scope of Work	

RESIDENTIAL PROJECTS ONLY:

CITY OF MARYVILLE CODES DEPARTMENT 416 West Broadway Ave., Maryville, TN 37801 865-273-3500 RESIDENTIAL SITE PLAN TO BE USED WITH RESIDENTIAL BUILDING PERMIT APPLICATION			
DATE:			
PROJECT ADDRESS:			
PROPERTY OWNER	Name	Number and Street	City State Zip Phone
GENERAL CONTRACTOR	Name	Number and Street	City State Zip
	State License Number	License Class	Phone Email

LOCATION SITE PLAN



NOTES: