



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 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.

Commercial projects must be designed by the appropriate design professional. Sealed architectural and engineering design documents must be submitted as a **single PDF**.

REFUND POLICY. Applicants agree to comply with the policies and procedures promulgated by the city of Maryville and its departments. Plan Review and Permit fees or other charges of the city of Maryville are collected based on approved fee schedules. Refunds are determined on a case-by-case basis unless otherwise addressed in approved fee schedules of the city of Maryville, Development Services Department. Refund request forms are available from the Building Official.

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 gwalker@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 a list of currently adopted codes go to: [http://www.maryvillegov.com/Development Services/Codes](http://www.maryvillegov.com/Development%20Services/Codes).

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

ZONING/BUILDING PERMIT APPLICATION & PLANS SUBMITTAL FORM

CITY OF MARYVILLE CODES DEPARTMENT
416 West Broadway Ave., Maryville, TN 37801 865-273-3500

PROJECT ADDRESS:

APPLICANT/PERMIT HOLDER

Property Owner:

Contractor:

Architect:

PROPERTY OWNER

NAME:

ADDRESS:

PHONE:

DESIGNER OF RECORD

NAME:

ADDRESS:

PHONE:

TN LIC. #:

LICENSE CLASS:

TENANT

NAME:

ADDRESS:

PHONE:

TN LIC. #:

LICENSE CLASS:

PROJECT CONTACT

NAME:

ADDRESS:

PHONE:

TN LIC. #:

LICENSE CLASS:

GENERAL CONTRACTOR

NAME:

ADDRESS:

PHONE:

TN LIC. #:

LICENSE CLASS:

BRIEF PROJECT DESCRIPTION

TYPE OF WORK

BUILDING INFORMATION

OCCUPANCY TYPE

New Construction

Addition

Alteration(s) or Repair(s)

Demolition

Retaining Wall

Accessory Building

Use/Tenant Change

Retaining Wall

Manufactured/Modular Unit
(Use different application)

Building Type:

Construction Type:

Occupancy Load(Total):

Assembly Occupancy Load:

Total Exit Width Provided:

Fire Sprinkler System:

Fire Alarm System:

Structure/Building Height (Feet):

Structure/Building Height (Stories):

Building Footprint Area:

Construction Area (sf):

IRC – Residential

1 or 2 Family Dwelling or Townhouse

Detached Attached

No. of Units/structure _____

IBC – Commercial

Occupancy Classification

Assembly Pick one:

Business

Education

Factory

Institutional

Mercantile

Residential

Storage

Utility

BUILDING AREA		SQUARE FEET	ESTIMATED CONSTRUCTION COST
Entire Building Footprint (Area in Square Feet) (include; unfinished basement, porches, decks & garages)			\$
BUILDING PERMIT FEE SCHEDULE (payable at permit issuance)			
\$1,000 AND LESS:	\$25.00		
\$1,000 TO \$50,000:	\$25.00 for the first \$1000.00 plus \$5.00 for each additional thousand or fraction thereof, to and including \$50,000.00.		
\$50,000 TO \$100,000:	\$270.00 for the first \$50,000.00 plus \$4.00 for each additional thousand or fraction thereof, to and including \$100,000.00.		
\$100,000 TO \$500,000:	\$470.00 for the first \$100,000.00 plus \$3.00 for each additional thousand or fraction thereof, to and including \$500,000.00.		
\$500,000 and up:	\$1670.00 for the first \$500,000.00 plus \$2.00 for each additional thousand or fraction thereof.		
<i>*NOTICE: Permit fee refunds may not be available or may be limited. All permit fee refunds are subject to permit fee refund policy. See Building Official for permit fee refund policy details.</i>			
PLAN REVIEW FEE			
Plan-review fee shall be equal to one-half the building permit fee except that the plan-review fee shall not exceed \$1,000.00			
FEES:	Estimated cost: \$	Plan review fee: \$	Building permit fee: \$

CONSTRUCTION DOCUMENTS			
Architectural Plans	<input type="checkbox"/>	Mechanical Design Plans	<input type="checkbox"/>
Life Safety Plan	<input type="checkbox"/>	Plumbing Design Plans	<input type="checkbox"/>
Structural Design Plans	<input type="checkbox"/>	Electrical Design Plans	<input type="checkbox"/>
Fire Sprinkler Plans	<input type="checkbox"/>	Other:	
For Retaining Wall(s)		Site Plan Approval Date:	Grading Permit Issue Date:
PAPER SUBMITTAL: Not required, call for information if not submitting electronically.			
ELECTRONIC SUBMITTAL: Submit one (1) CD or email of drawings and specifications in PDF format. The drawings must be in a single file and the specifications in a separate single file. Please ensure that all pages of drawings and specifications are oriented such that the top of the sheet appears at the top of the monitor.			

ZONING DISTRICT:	Current Zoning:
PROPERTY DIMENSIONS	IS A ZONING PERMIT REQUIRED? <input type="checkbox"/> Yes <input type="checkbox"/> No Proposed Zoning: _____
	Lot Size: _____ Lot Dimensions: _____ Primary Building Setback from Property Lines Front: _____ ft. L Side: _____ ft. R Side: _____ ft. Rear: _____ ft.
	See page 5 for example site plan.

CERTIFICATION: I hereby certify that I have the authority to make the foregoing application, that the application information is correct, and that the construction will conform to the regulations of the current adopted codes and ordinances of the City of Maryville. NOTE: This permit shall become invalid if the authorized work is not started within six (6) months from the date issued, and/or if the authorized work is suspended for a period of six (6) months after the time for commencing the work. I acknowledge that granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. Approval subject to proper submittal of licensing and Worker's Compensation documentation at front desk.

(Signature of Applicant, Owner, Agent- Permit Holder)

(Print Name)

(Date)

Building Permit Approval: _____ Date: _____

Zoning Permit Approval: _____ Date: _____

For Official Use Only

Parcel ID: _____

Parcel Address: _____

ADDITIONAL REQUIREMENTS:

Landscaping/Screening/Buffering Yes No Note _____

Parking Yes No Note _____

Lighting Yes No Note _____

Nonconforming: Yes No Note _____

DDRB Yes No Note _____

HZC Yes No Note _____

Special Exception Yes No Note _____

RESIDENTIAL PROJECTS ONLY:

CITY OF MARYVILLE CODES DEPARTMENT

416 West Broadway Ave., Maryville, TN 37801 865-273-3500

RESIDENTIAL SITE PLAN

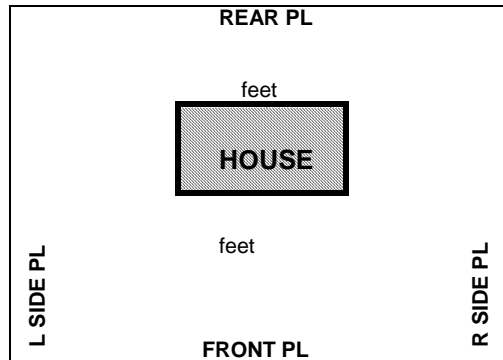
TO BE USED WITH RESIDENTIAL BUILDING PERMIT APPLICATION

DATE:

PROJECT ADDRESS:

PROPERTY OWNER	Name	Number and Street	City State Zip	Phone
GENERAL CONTRACTOR	Name	Number and Street	City State Zip	Phone
	State License Number	License Class	Phone	Email

LOCATION SITE PLAN



STREET

NOTES: