



## 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](mailto: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](mailto:bboone@maryville-tn.gov).



# City of Maryville, Tennessee

Department of Development Services

## ZONING/BUILDING PERMIT APPLICATION & PLANS SUBMITTAL FORM

**Project Name:** \_\_\_\_\_

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

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

**BRIEF PROJECT DESCRIPTION:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Scope of Work	
_____ _____ _____ _____ _____	

**CONSTRUCTION DOCUMENTS**

**PAPER SUBMITTAL:** Not required, call for information if not submitting electronically.

**ELECTRONIC SUBMITTAL:** Submit one (1) CD or DVD 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 the drawings and specifications are oriented such that the top of the sheet appears at the top of the monitor.

**BUILDING PERMIT FEE SCHEDULE (payable at permit issuance)**

VALUATION:	FEE:
\$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.

**PLAN REVIEW FEE (payable with plan submittal)**

Plan-review fee shall be equal to one-half the building permit fee except that the plan-review fee shall not exceed \$1000.00.

FEES:	ESTIMATED COST OF CONSTRUCTION \$	Plan Review Fee \$	Build Permit Fee \$
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**NOTICE:** Fee refunds may not be available or may be limited. All fee refunds are subject to fee refund policy. See Building Official for details.

**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.

\_\_\_\_\_  
(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**

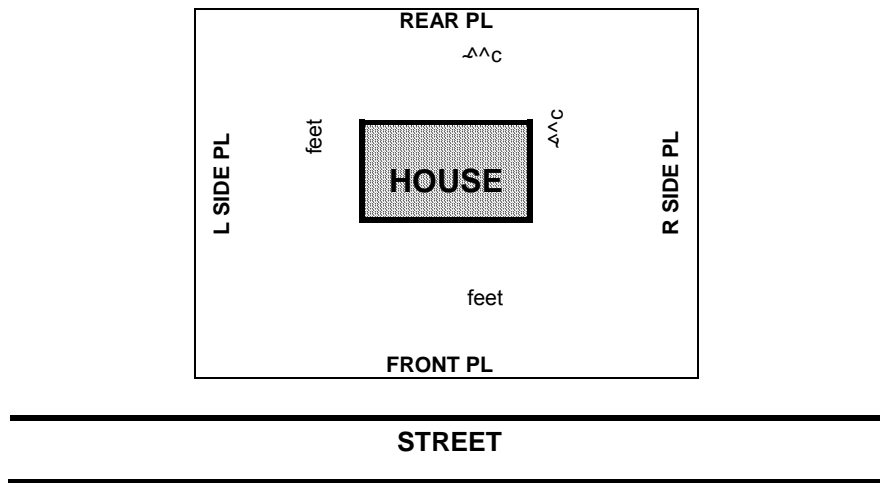
**TO BE USED WITH RESIDENTIAL BUILDING PERMIT APPLICATION**

**DATE:** \_\_\_\_\_

**PROJECT ADDRESS:** \_\_\_\_\_

<b>PROPERTY OWNER</b>	Name	Number and Street	City State Zip	Phone
<b>GENERAL CONTRACTOR</b>	Name	Number and Street	City State Zip	
	State License Number	License Class	Phone	Email

### **LOCATION SITE PLAN**



**NOTES:**