



Commercial Permit Requirements Bradley County Building Inspections

According to TCA 62-6-102(3)(A)(i) and TCA-62-6-103 any construction for which the total cost of the same is twenty-five thousand dollars or more is required to be performed by a person, firm or corporation who is licensed to perform commercial work in this state. A classification of BC-B(sm) is required for commercial projects not exceeding \$500,000. Otherwise, a contractor would need the BC-B or BC classification.

Procedures & Submittal Requirements for Commercial Building – New & Additions

- 1. Completed Pre-Permit Application**
- 2. Septic Application or Sewer Verification**
- 3. Submittal of Site Sketch or Site Plan (See FYI page for definitions)**
- 4. Two copies of specifications and drawings drawn to scale with sufficient clarity and detail to indicate the nature and character of the work to be performed.** The drawings should conform to all requirements of applicable codes for our jurisdiction. The following occupancy classifications are ***required*** to have drawings completed by a design professional (architect or engineer) legally licensed in the State of Tennessee and have their seal affixed to all drawings:
 - (A) All Group A, E and I occupancies.
 - (B) Buildings and structures three stories or more high.
 - (C) Buildings and structures 5,000 sq ft or more in area

Otherwise, at the discretion of the building inspector and fire inspector for Bradley County.

If you are constructing a:

1. State owned or leased facility;
2. Educational occupancy (K-12), public or private;
3. Day care center (including adult day care) licensed by the Department of Human Services;
4. Detention or correctional facility;
5. Place of assembly having an aggregate capacity of 300 or more persons;
6. Business or residential occupancy three or more stories;
7. Two story residential occupancy having twelve units or more;
8. Covered mall; or
9. High hazard industrial occupancy (H-1 and H-2 per SBC definition).

The plans will be required to be submitted to the State Fire Marshal's Office for approval. We will require the State approved plans for review.

Permitting Process

- 1. Zoning Department, Stormwater, Building Inspector, Fire Inspector and Permit Clerk must all review the pre-application packet. Additional time may be required if all information is not submitted.**
- 2. Septic application submitted to State for approval. (Allow 30 working days.) Fee dependant on system size.**
- 3. After all required departments have reviewed and granted approval, the permit may be issued.**
- 4. When picking up permit you will sign the permit and pay all fees. A stamped set of reviewed plans must remain on site for all inspections.**

Inspections

- 1. No inspections will be allowed prior to issuance of permit.**
- 2. The contractor or owner is responsible for scheduling each inspection. Inspections are scheduled a minimum of one day in advance.**
- 3. Both the Building Inspector and the Fire Inspector must approve a final inspection before a Certificate of Occupancy will be issued. Occupying the building prior to the issuance of a Certificate of Occupancy is a Class C misdemeanor and occupant may be cited to General Sessions Court.**



Should I submit a site sketch or a site plan?

A site sketch is required if erecting, enlarging or altering any residential building or structure with *less than* an acre of land disturbance.

The *site sketch* shall contain in addition to such basic information as owner name and address, date, tax map and parcel number, the following:

- The actual shape, location, and dimensions of the lot to be built upon
- The shape, size and location of all existing and proposed buildings or other structures
- The location and approximate dimension of all points of access to a public street or road
- The location of all driveways and entrances
- Location of areas subject to flooding (if applicable)

An approved *site plan* is required for the following activities:

- Disturbing an acre of land or more
- Alter the grade of any land as to change the contours in excess of two (2) feet
- Construction of any road or streets (public or private), alleys, sidewalks, curbs, gutters, retaining walls, drain or sewer, or off street parking lots
- Changing or diverting the flow of stormwater or natural water courses

If the site plan is inadequate in detail for stormwater management, a separate drainage plan will be required. A licensed civil engineer shall be required to design stormwater systems and plans for sites.

The site plan shall contain, as a minimum, the following items or information. (In addition to basic information such as owner name and address, date, scale, north indication, tax map and parcel number, and etc.).

- Total land area
- Existing and proposed topography of existing land and impervious areas shown in five (5) foot intervals (two (2) foot intervals may be required)
- Elevations of all existing and proposed streets, alleys, utilities, sanitary and stormwater sewers, and existing buildings and structures
- All existing and proposed impervious areas
- Natural or artificial watercourses
- Limits of flood plains (if applicable)
- Existing and proposed slopes, terraces, or retaining walls
- All existing and proposed stormwater drainage structures or features
- All stormwater structures/features immediately upstream and downstream of the site
- Erosion and siltation control plans
- Drainage calculations when required
- Drainage easements when required

If the proposed land disturbance is for purposes of other than actual building construction, a Conceptual Grading Plan may be submitted. This plan will contain all of the above requirements with the exception of any buildings or paving details.

If the proposed land disturbance is for grading only, this should be indicated on the Conceptual Plan. A permit will be issued for "Grading Only". Any future or additional work to include building construction, paving, etc. will require that a Site Plan be submitted and approved and the necessary permits obtained.



BRADLEY COUNTY COMMERCIAL PRE- PERMIT APPLICATION

App. Date

1. PROPERTY INFORMATION

Tax Map	Group	Parcel	Subdivision	Lot No
Name of Road or Street accessing property:				
List any existing structures on property and state the structure type, list addresses if known:				
Is the new structure replacing another?			Existing structure type and address	

2. OWNER INFORMATION

First Name	Last Name or Business Name	Phone:
		Cell:
Street Address	City	State
		Zip

3. CONTRACTOR INFORMATION

According to TCA 62-6-102(3)(A)(i) and TCA 62-6-103 any construction undertaking for which the total cost of the same is \$25,000 or more is required to be performed by a person, firm or corporation licensed in this state. A classification of BC-B(sm) is required for commercial projects not exceeding \$500,000. Otherwise, a BC-B or BC classification is required.

General Contractor for Job		Name as it appears on license	
License No	Limit	Classification	Expiration
Address		Phone:	
		Cell Phone:	

4. BUILDING INFORMATION

Improvement Type: <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Remodel <input type="checkbox"/> Repair <input type="checkbox"/> Demolition <input type="checkbox"/> Foundation Only <input type="checkbox"/> Change of Use Only	Proposed Use: <table border="0"> <tr> <td>ASSEMBLY</td> <td>EDUCATIONAL</td> <td><input type="checkbox"/> MERCANTILE</td> </tr> <tr> <td><input type="checkbox"/> Theatre</td> <td><input type="checkbox"/> Grades 1-12</td> <td><input type="checkbox"/> STORAGE</td> </tr> <tr> <td><input type="checkbox"/> Restaurant</td> <td><input type="checkbox"/> Day Care</td> <td><input type="checkbox"/> OTHER</td> </tr> <tr> <td><input type="checkbox"/> Church</td> <td><input type="checkbox"/> FACTORY</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other Assembly</td> <td><input type="checkbox"/> MULTI-FAMILY RESIDENTIAL (4+ UNITS)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> BUSINESS</td> <td><input type="checkbox"/> INSTITUTIONAL</td> <td></td> </tr> </table>			ASSEMBLY	EDUCATIONAL	<input type="checkbox"/> MERCANTILE	<input type="checkbox"/> Theatre	<input type="checkbox"/> Grades 1-12	<input type="checkbox"/> STORAGE	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Day Care	<input type="checkbox"/> OTHER	<input type="checkbox"/> Church	<input type="checkbox"/> FACTORY		<input type="checkbox"/> Other Assembly	<input type="checkbox"/> MULTI-FAMILY RESIDENTIAL (4+ UNITS)		<input type="checkbox"/> BUSINESS	<input type="checkbox"/> INSTITUTIONAL	
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Structural Frame (check applicable) <input type="checkbox"/> Steel <input type="checkbox"/> Concrete <input type="checkbox"/> Masonry <input type="checkbox"/> Wood <input type="checkbox"/> Other (Specify) _____	Building Width _____ Building Length _____ Stories _____ Total Sq Ft _____ Contract Amount for Job _____ Buildings Estimated Value _____																				
Exterior Walls (check applicable) <input type="checkbox"/> Steel <input type="checkbox"/> Concrete <input type="checkbox"/> Masonry <input type="checkbox"/> Wood <input type="checkbox"/> Other (Specify) _____																					

5. PLUMBING INFORMATION

(If applicable, enter the number of fixtures being installed, replaced or repaired)

Public Water (Y/N)	Name of Water Utility	<input type="checkbox"/> Public Sewer	<input type="checkbox"/> Septic
Tubs/showers	Drinking Fountains	Back Flow	
Shower Stalls	Floor Drains	Water Pumps	
Toilets	Water Heaters	Stand Pipes (Y/N)	
Urinals	Water Softeners	No. Hose Outlets	
Sinks (Kitchen & Bath)	Sewage Ejectors	Fire Sprinklers (Y/N)	
Laundry Tubs	Sump Pumps	Lawn Sprinklers (Y/N)	
Dishwashers	Grease Traps	Number of Heads	
Garbage Disposals	Bidets		

6. PRE- CONSTRUCTION CHECKLIST

Initial that you have read and understand the following items must be accomplished BEFORE construction begins for this site:

Provide copy of TDEC NOI (Notice of Intent) if over one (1) acre disturbed or part of a larger or phased development.

Owner/Contractor has a **CERTIFIED** sediment prevention & erosion control designee.

Silt fence or other sediment barriers will be properly installed along topographical contours down slope of the area to be disturbed **PRIOR** to any grading, clearing, excavation and/or any other construction activity in which earth will be disturbed. Soil, sand, rock or other debris will be kept off the roads and out of storm drains, creeks or wet weather conveyances. If for any reason some escapes the construction site, the debris must **IMMEDIATELY BE PHYSICALLY REMOVED**. Excavated topsoil to be reused must be stockpiled and encircled with **PROPERLY** installed silt fencing.

This site shall contain a temporary stone construction entrance that shall be used by all traffic to access the site. The stone shall be 3/4 to 3 1/2 inch in diameter and shall be kept clean by adding more stone if needed. The minimum depth will be six (6) inches, width of twenty (20) feet, length of not less than fifty (50) feet or as approved site plan.

Check that you have read and understand the following:

Vegetative buffers or other protection must be provided along streams, rivers and ponds to avoid erosion of banks.

Stabilization measures must be performed within seven (7) days in portions of the site where construction activities have temporarily or permanently ceased, and within fifteen (15) days after final grading.

Designated areas such as non-disturbance forested buffers must be marked off and protected. Heavy equipment should not be operated or stored, nor materials handled or stored, within these areas.

Sediment that has escaped the construction site and has collected in the street or drainage structures must **immediately be physically removed**. Sediment must be removed from sediment barriers, ponds and other sediment controls when design capacity has been reduced by 33%.

Building and waste materials and non storm water discharges such as concrete, paint wash water, or machinery leakage or spillage must be managed to prevent them from entering the storm water system, ground water or nearby water body.

7. SET-BACK REQUIREMENTS

It is the responsibility of the owner or contractor to verify compliance with setback requirements. Setback requirements may vary for commercial dependant on property zoning. It is **STRONGLY** recommended to have setbacks verified by survey. Setbacks are determined from actual property line to the structure including porches, decks, attached structures or overhangs..

8. CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable requirements of Bradley County. In addition, if applicable permits for work described in this application is issued, I certify that the inspector or the inspector's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) or policies applicable to such permit. I understand these requirements will be inspected and enforced by Bradley County and failure to comply may result in the issuance of a "stop work order", suspension of all inspections and/or other penalties until compliance is accomplished.

Signature of Applicant: _____

Date: _____



**TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION
APPLICATION FOR GROUND WATER PROTECTION SERVICES**

1. SERVICE REQUESTED: (check service)	APPLICANT COMPLETE QUESTIONS:	FEES DUE	PTBMIS CODES V689 Code Supp/Code	
<input type="checkbox"/> Septic System Construction Permit				
<input type="checkbox"/> Dwelling	2, 3, 4, 7, 8, 9	\$ _____	78064	Yes
<input type="checkbox"/> Commercial: gpd	2, 3, 4, 7, 8, 9	\$ _____	78064	Yes
<input type="checkbox"/> System Modification	2, 3, 4, 7, 8, 9	\$ _____	78064	Yes
<input type="checkbox"/> Repair	2, 3, 4, 7, 8, 9	\$ _____	78032	
<input type="checkbox"/> Inspection Letter	2, 3, 5, 7, 8, 9	\$ _____	78030	
<input type="checkbox"/> Water Sample				
<input type="checkbox"/> Total Coliform	2, 3, 6, 7, 8, 9	\$ _____	78036	Yes
<input type="checkbox"/> Fecal Coliform	2, 3, 6, 7, 8, 9	\$ _____	78038	Yes
<input type="checkbox"/> Alternative System Permit*		\$ _____	78068	
<input type="checkbox"/> Large Conventional System Plan Review*		\$ _____	78090	
<input type="checkbox"/> Large Alternative System Plan Review*		\$ _____	78090	
<input type="checkbox"/> Experimental System Plan Review*		\$ _____	78072	
<input type="checkbox"/> Subdivision Evaluation: Lots: _____*		\$ _____	78084	
<input type="checkbox"/> Soil Mapping: Type _____ Acres _____*		\$ _____		Yes
<input type="checkbox"/> Installer Permit: Type(s) _____*		\$ _____	78026	Yes
<input type="checkbox"/> Pumper Permit*		\$ _____	78028	
<input type="checkbox"/> Plat Approval — Individual Lot		\$ _____	78029	
<input type="checkbox"/> Domestic Septage Disposal Site Permit		\$ _____	78031	

*Applicant may review these service requests with Environmental Specialist prior to processing application.

2. LANDOWNER:	APPLICANT	ORIGINAL OWNER
Names: _____	Name: _____	Name: _____
Address: _____	Address: _____	
Day Phone: _____	Day Phone: _____	

3. LOCATION OF LOT OR SITE: a) In a subdivision? _____ b) Name: _____ Lot # _____
 b) Non-Subdivision _____ Give specific directions and address to the lot or site: _____

4. FOR SDDS PERMIT ONLY: a) Size of lot _____ b) Number of Bedrooms _____
 c) How many occupants? _____ d) Excavated Basement? Yes _____ No _____
 e) Basement Plumbing Fixtures? Yes _____ No _____
 f) Amount of water used monthly (gallons) _____
 g) Water Supply: Public _____ Well _____ Spring _____
 h) Is the lot staked? _____ If not, date it will be staked: _____
 Is the house staked? _____ If not, date it will be staked: _____
 i) Installer, if known: _____

5. FOR INSPECTION LETTER ONLY: Will pick up _____ Please mail _____
 a) Age of house _____ b) Is house vacant? _____ How long? _____
 c) Original sewage system inspected _____
 d) Date of previous repairs _____ Inspected _____
 e) Is waste water "backing up" into plumbing fixtures? _____ Surfacing on the ground? _____
 f) All waste water including washing machines routed into septic tank _____

6. FOR WATER SAMPLE ONLY: a) Source of Supply: Spring _____ Well _____
 b) Is there an outside faucet? _____ c) Is the source chlorinated? _____
 d) For Wells: Is the casing 6" above the ground? _____ Is a sanitary seal on the casing? _____

7. MAKE A ROUGH SKETCH ON BACK OF THIS WHITE PAGE SHOWING DIRECTIONS TO PROPERTY, PROPERTY LINES, HOUSE SITE, WELL LOCATION, SPRING LOCATION, PLANNED DRIVEWAY AND UTILITIES.

8. ALL FEES DUE IN ADVANCE AND ARE NON-REFUNDABLE (except upon appeal). See Fee Schedule on reverse. Make check payable to: TREASURER, STATE OF TENNESSEE

9. I certify that the above information is true and correct to the best of my knowledge, and that I have been authorized by the above named landowner to submit this Application for Environmental Services to the Division of Ground Water Protection.

DATE: _____ SIGNATURE: _____ AMOUNT PAID: \$ _____ RECEIPT NUMBER _____

White: File Canary: Owner

ATTENTION! NO BUILDING INSPECTIONS WILL BE GIVEN UNTIL EROSION CONTROL MEASURES ARE COMPLETED!

Notice for ALL Land Disturbance and New Building Activities

By initialing and signing the Pre-Construction Checklist you are agreeing to comply with Bradley County Erosion and Sediment Control standards, which are also in compliance and enforceable by the State of Tennessee Department of Environment and Conservation.

There are a few major items that are commonly overlooked during new construction that could potentially cause damage or harm to people or other properties near the site.

YOU MUST HAVE THE FOLLOWING ITEMS IN PLACE AND PROPERLY INSTALLED PRIOR TO SCHEDULING AND RECEIVING A FOOTING, FRAMING, AND/OR FINAL INSPECTION. YOU WILL BE ASKED IF THESE ARE COMPLETED WHEN SCHEDULING INSPECTIONS. IF INCOMPLETE, OR IMPROPERLY INSTALLED, BUILDING INSPECTOR WILL NOT PERFORM INSPECTION.

SILT FENCING

1. Failure to install, or correctly install silt fences. **(THESE ARE REQUIRED IN ALL AREAS WHERE DIRT, MUD, OR OTHER SEDIMENT MAY ESCAPE.)**

Proper installation is necessary for the fence to work as it should. Requirements for silt fence installation:

- Posts and fabric must be set in trench in the ground. Trench should be 6" x 6" to work effectively.
- Fabric in the trench should be folded in an "L" shape, with the bottom of the fabric pointed toward the area where the runoff will come from.
- Remaining dirt is to be backfilled and compacted back into the trench to secure the silt fencing. Fence must be repaired if it fails, or is overcome by dirt or mud.

CONSTRUCTION ENTRANCE

2. Failure to place construction entrance to worksite or undersized construction entrance. This **MUST** be installed at all worksites. Requirements for construction entrances:

- Stone for construction entrance should be ¾" – 3 ½" in diameter.
- Depth should be no less than 6"
- Width should be 20' or more and length should be 50' or as per site sketch.
- If construction entrance is not working to keep road clean, it is possible more stone may need to be added.

If dirt is tracked onto a county road it shall be immediately removed! If not removed and the Bradley County Road Department has to remove it, **YOU WILL BE BILLED FOR REMOVAL** by the Road Department.

There are other steps that are agreed to on the Pre-Construction Checklist that must be followed as well. If there are any questions on installation or other situations you may contact Heath Owens, Bradley County Stormwater Technician at 728-7102.