

PERMITTING PROCESS FOR MOBILE HOME

All permits for the county may be purchased through the Bradley County Building Inspectors Office except those on Cleveland Utilities. If you are serviced by CU for power you will purchase the electrical permit from the city and inspections will be performed by the state. The number to the city inspections dept is (423) 479-1913. Their office is located at the corner of Parker and 2nd Street.

Pre-Permit Application: This process has been implemented to insure the proper information is obtained and reviewed prior to issuance of the permit. This application is used to determine property zoning, county road frontage, flood map and storm water information. You will be asked questions regarding the size of the home (ex. 16' x 70'), if it is considered double wide or single wide, age of the home, name of the home (ex. Fleetwood, Clayton, Kenwood), was it purchased from a dealer or individual, are you replacing an existing structure, etc. If you are not locating in a mobile home park, you will be requested to provide a site sketch of the property showing lot dimensions, approximate home location and home dimensions, any drives and/or paved areas around the home including decks, pool and/or patios, any other structures on the property and any required drains or swales around the home site and their discharge points. This sketch is used by both the building inspections office and the Department of Environment and Conservation. Although this sketch does not have to be to scale, be as accurate as possible to prevent errors.

Septic Permit: This application is to the State of Tennessee Department of Environment and Conservation (TDEC). The fee for a new septic application effective 7/1/09 is **\$500**. A Certificate of Verification on an existing system is **\$100—\$200 (to be determined by TDEC.)** (Amount subject to change at the discretion of TDEC.) Either is payable to Treasurer, State of Tennessee. Prior to inspection, the property lines as well as the four corners of the home will need to be staked. An inspector for the Department of Environment and Conservation will review the property and issue a diagram of where the septic tank and field lines will be located. If hooking on to an existing septic system, you will apply for a Certificate of Verification on your existing septic system. The average inspection time for either is normally between 10—14 days

after application. Per TCA 68-221-406 once the septic diagram is complete or the Certificate of Verification has been approved and returned to the Building Inspectors Office, or a letter from the utility company acknowledging sewer availability has been provided, you may then obtain your mobile home permit. Should you have any questions regarding septic systems the number to TDEC Groundwater Division is listed under **Other Numbers** in this brochure.

Mobile Home Permit: The fee for this permit is \$50 payable to Bradley County Inspections. If establishing a new residence, your address will be issued at this time. If replacing an existing residence, you will be issued the existing address upon verification. You must have this permit in order to have your power turned on. The utility company will require it.

Land Disturbance Permit: The fee for this permit is \$50 up to and including one acre; \$25 for each additional acre disturbed. This permit is required in accordance with the stormwater policy adopted by Bradley County if you are disturbing any amount of soil on the property. The land owner or contractor is responsible for ensuring no dirt, silt, debris, etc. exits the site and enters onto an adjoining property owner, onto streets or roads or into our waterways.

Electrical Permit: You may obtain as homeowner if performing the work yourself. If using a licensed electrician the licensed individual is required to obtain the permit. The fee for this permit normally averages \$57. This amount includes the required HVAC permit. Checks should be made payable to Bradley County. The electrical inspectors for the State are: SE or NE area- Larry Guy 338-1628 he may be reached Monday- Friday 7:30am – 8:30am SW or NW area- Dan Wilson 593-7235 he may be reached Monday – Friday 8:00am – 9:15am

Plumbing Permit: There is no plumbing permit required by the county for mobile homes at this time.

STATE REQUIREMENTS

****As of January 1, 2004, all mobile homes in the State of Tennessee are required to be installed by an installer licensed by the State of Tennessee. The licensed installer will be required to obtain an installation permit from the Bradley County Clerks Office. The fee for this permit is \$45. The County Clerk will issue a permit decal which must be placed on the electrical panel box cover of the mobile home. The State electrical inspector will verify this decal and will not authorize electrical service without it. The Tennessee Department of Commerce and Insurance will perform periodic inspections of homes installed by the license holder. These are random inspections. For further information you can contact the State at (615) 741-7190.

SETBACK REQUIREMENTS

It is the responsibility of the owner or contractor to verify compliance with required setbacks. These are determined from actual property line **NOT** curb of road. Lots located on curved roads or adjacent to a cul-de-sac should be surveyed. County residential setbacks are:

Front 25' Side 10' Rear 15' Corner Lot 25'

MOBILE HOME PERMITTING FEES

For new septic:

Septic Permit	\$500.00
Mobile Home Permit	50.00
Land Disturbance Permit	50.00
Electrical Permit	<u>57.00</u> (Typically)
	\$657.00

For existing septic:

Septic Verification	\$200.00 (If not on file)
Mobile Home Permit	50.00
Land Disturbance Permit	50.00 (If disturbing soil)
Electrical Permit	<u>57.00</u> (Typically)
	\$357.00

****The prices listed are average and are subject to change due to Septic requirements and Land Disturbance.

Department Information

Tina Bishop, Inspector trice@bradleyco.net
Don Wyatt, Inspector dwyatt@bradleyco.net
Theresa Dungan, Secretary tcook@bradleyco.net
Phone (423) 728-7106
Fax (423) 478-8884

Office Hours:

Monday thru Thursday 8:30am—4:30pm
Friday 8:30am—5:00pm

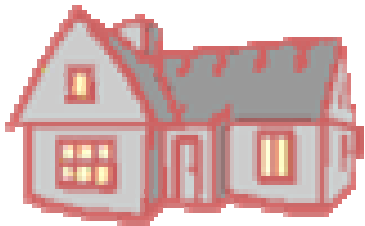
Other Numbers:

Engineering 423.728.7107
Stormwater 423.728.7102
Planning 423.728.7108
Assessor of Property 423.728.7126
County Clerk 423.728.7226
TDEC (Septic) 423.479.0597
(8:00am—9:00am only)
Fire Inspector 423.728.7068

State of Tennessee Department of
Commerce & Insurance
Manufactured Housing Division 615.741.7190

Electrical Inspectors

Dan Wilson (NW SW areas) 423.593-7235
(8:00am—9:15am)
Larry Guy (NE SE areas) 423.338.1628
(7:30am—8:30am)

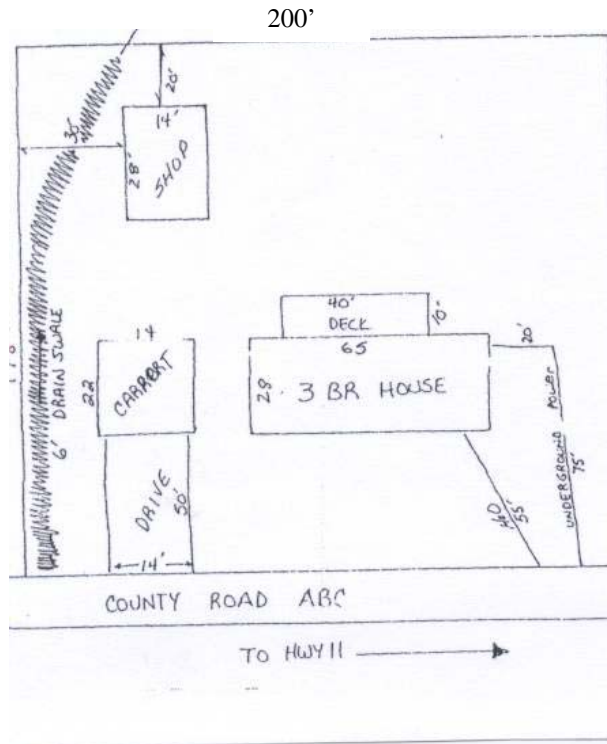


**Site Sketch Example
Required by TDEC & Building Inspections**

The following items and their measurements shall be included on the plan:

- Lot Dimensions
- Approximate home location and dimensions
- Any drives and/or paved areas around the home including decks, pool and/or patios
- Any shop or other type of out building
- Projected location of any underground utility lines and/or proposed well location (if applicable)
- Any required drains or swales around home site and their discharge points

PLEASE MAKE DRAWING AS ACCURATE AS POSSIBLE. IT WILL BE USED TO DETERMINE THE AREA OF YOUR PROPERTY AVAILABLE FOR SEPTIC SYSTEM INSTALLATION AND DUPLICATION AND ALSO FOR ADDRESSING.



**Bradley County
Building Inspections**

**Permitting
Information for
Mobile Homes**



**155 Broad Street, NW
Cleveland, TN 37311**

Phone: 423.728.7106

Fax: 423.478.8884

Website: www.bradleyco.net