

**PERMITTING PROCESS FOR MOBILE/MODULAR HOME
BRADLEY COUNTY, TN**

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 Cleveland Utilities for your power, you will purchase the electrical permit from the city. Their number is 479-1913.**

1. **Pre-Permit Application:** This process has been implemented to insure the proper information is obtained and reviewed before any permits may be issued. The pre-application is used to determine property zoning, county road frontage, flood map and storm water information. All information obtained will be used to generate your mobile home permit. You will be requested to provide a site sketch of the property showing lot dimensions, home location and 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. Be as accurate as possible with you information to prevent errors.
2. **Septic Permit:** This application is to the State of Tennessee Department of Environment and Conservation. The fee for either a new septic application or a Certificate of Verification on an existing system is \$200.00 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 10-14 days after application. Once the diagram is complete or the Certificate of Verification has been approved and returned to the Building Inspectors Office, you may obtain a copy of the diagram or the letter and then obtain your Mobile Home permit. Should you have any questions the number to the Department of Environment and Conservation is (423) 479-0597. There is someone in the office to take calls from 8am – 9am, Monday – Friday. Otherwise you can leave a message and they will return your call.
3. **Mobile Home Permit:** The fee for this permit is \$50 payable to Bradley County Inspections. The landowner must sign for this permit. 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 after verification. You must have this permit in order to have your power turned on. The utility company requires it.
4. **Land Disturbance Permit:** The fee for this permit is \$50 payable to Bradley County Inspections. If any earth is to be disturbed on the site a Land Disturbance Permit is required in accordance with the county’s Storm Water Policy. The landowner or contractor is responsible for ensuring no dirt, silt, debris, etc. leaves the site and enters onto an adjoining property owner, onto streets or roads or into our waterways.
5. **Electrical Permit:** The fee for this permit is now \$47 payable to Bradley County. You are required to have a final and an HVAC permit. You can obtain the electrical permit as homeowner, but if you obtain the permit, you are responsible for the work. If using a licensed electrician to do the electrical work, the state recommends you let the licensed party obtain the permit. By obtaining the permit yourself you void your warranty with the licensed party. The electrical inspectors for the State are : SE or NE area- Larry Guy Monday- Friday 7:30am – 8:30am @ 338-1628 SW or NW area- Dan Wilson Monday – Friday 8:00am – 9:15am @ 472-8327.

TOTAL FEES FOR MOBILE HOME PERMITTING

Septic	\$200.00
Mobile Home Permit	50.00
Land Disturbance Permit	50.00
Electrical	<u>47.00</u>
TOTAL	\$347.00

Should you have further questions you may contact this office at 728-7106



Bradley County Building Inspections

155 Broad Street, NW Cleveland, TN 37311
Phone: (423) 728-7106 * Fax (423) 478-8884
Email: trice@bradleyco.net * dwyatt@bradleyco.net

EXAMPLE OF SITE SKETCH

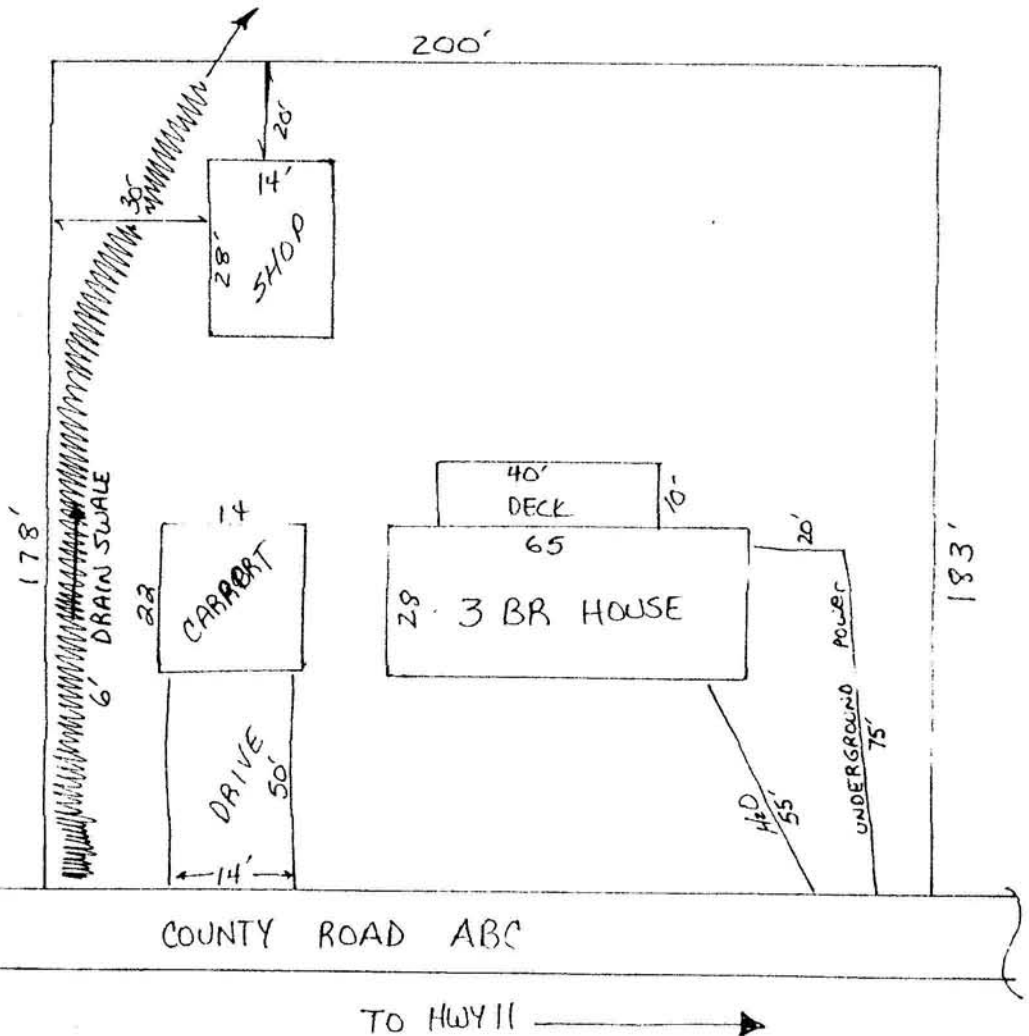
Required by Tennessee Department of Environment and Conservation Groundwater Division & Bradley County Building Inspections

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

1. Lot Dimensions
2. Approximate home location and home dimensions
3. Any drives and/or paved areas around the home including decks, pool and/or patios
4. Any shop or other type of out building
5. Projected location of any underground utility lines including cable, phone, gas, water, and/or proposed well location
6. Any required drains or drain swales around home site and their discharge points

Please make this drawing as accurate as possible as it shall be used to determine the area of your property available for septic system installation and duplication and addressing.

Note: We do not expect a blueprint or work of art, only a sketch of what type buildings are existing and what you want to build on the property.



BRADLEY COUNTY INSPECTIONS-MOBILE/MODULAR HOME REQUIREMENTS

COUNTY SETBACK REQUIREMENTS

FRONT 25' SIDE 10' REAR 15' CORNER 25'

If on a corner lot a survey is recommended.

- **PROPERTY LINES MUST BE STAKED. If in question, building official may require a survey. If in violation, home will have to be moved.**
- **Setbacks are to be measured from the property line and not the curb or roadway.**
- **Refer to specific mobile home park restrictions for setback requirements when in a park.**

FINAL INSPECTION A final inspection is required. We will be verifying setback requirements, size of home, means of egress, piers and skirting. Porches, decks and landings (means of egress) must conform to code.

MEANS OF EGRESS

- No exterior door should open directly onto a set of stairs. The code requires a landing at least the width of the door and a depth of not less than 36 inches. The landing may be one step below the inside floor level but no more than 7 inches lower and shall be self-supporting.
- Each landing should have a set of stairs to allow safe exit of the home. The height of riser should not exceed 7 ¾ inches, and treads, exclusive of 1 inch nosing, shall be not less than 9 inches wide.
- A guardrail should be in place on landings over 30 inches above finished grade. This guardrail shall consist of a top railing no less than 36 inches high and an intermediate rail located between 14 and 18 inches above the floor level, providing the deck level is less than 6 feet above finished grade. Any deck or landing at or above 6 feet from the finished grade shall have spindles spaced on 6 inch centers instead of the intermediate railing.
- A handrail shall be on stairs having 4 or more risers. This handrail should be between 30 and 38 inches high measured from the end of step tread. Steps less than 6 feet above finished grade may have an intermediate railing instead of spindles.

PLUMBING

- All drainpipes should be supported every 4 feet by straps.
- Drainpipe of 2 ½ inch diameter and less shall have a fall of not less than ¼ inch per foot.
- Drainpipe of 3 inch diameter or larger shall have a fall of not less than 1/8 inch per foot.
- Water supply lines may be required to be insulated.

OTHER

- All homes must have either vented skirting or vented foundation.
- Crawl space for manufactured homes with permanent foundations must have a latchable access door.
- The dryer exhaust vent must terminate outside the home.
- The lot should be graded to avoid standing water under the home.
- As of January 1, 2004 all homes in the state of Tennessee must be installed by a licensed installer.
- Any deviation from the requirements listed above or the foundation requirements should first be approved by the building official.

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 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. Installation for silt fence is:

- Posts and fabric must be set in a 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. These too MUST BE INSTALLED at all worksites. Proper Construction entrances should be installed as follows:

- Stone for construction entrance should be 3/4" – 3 1/2" 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 road, it should be removed immediately. If it isn't removed and the Road Department has to remove it, YOU WILL BE BILLED FOR REMOVAL FROM THE BRADLEY COUNTY 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 please call Heath Owens at 728-7102. Thanks for your cooperation.



BRADLEY COUNTY MANUFACTURED HOME PRE-PERMIT APPLICATION

App. Date ____/____/____

1. OWNER INFORMATION

Name of Property Owner		Phone _____	
		Cell _____	
Street Address	City	State	Zip
Name of Mobile Home Owner		Phone _____	
		Cell _____	

2. PROPERTY INFORMATION

Tax Map	Group	Parcel	Subdivision/Mobile Home Park	Lot No
Road or Street name accessing property:				
List any existing structures on property and address if applicable. Indicate structure type. (House, Single Wide, Double Wide, Barn, Shed, etc.)				
Structure Type		Address if applicable		
Structure Type		Address if applicable		
Structure Type		Address if applicable		
Is this structure replacing another?			If yes, existing structure type and address	

3. GENERAL INFORMATION

Home Type:	<input type="checkbox"/> Single Wide	<input type="checkbox"/> Double Wide	<input type="checkbox"/> Triple Wide
Name of Home:	Year	Length	Width
Value	Purchased from: <input type="checkbox"/> Individual <input type="checkbox"/> Dealer		
	If dealer, name of dealer:		
Skirting/Foundation:	<input type="checkbox"/> Vinyl Skirting	<input type="checkbox"/> Block	<input type="checkbox"/> Brick
	<input type="checkbox"/> Other	If other, indicate material to be used:	

4. SET-BACK REQUIREMENTS

It is the responsibility of the owner or contractor to verify compliance with setback requirements. Setback requirements for the County are 25' from front property line, 10' from side property line, 15' from rear property line and 25' for corner lots. Homes placed in mobile home parks are subject to mobile home park regulations. It is STRONGLY recommended to have setbacks verified by survey. Setbacks are determined from actual property lines to the structure including porches, decks, attached structures or overhangs. If found to be in violation the home will have to be moved.

5. STORMWATER / LAND DISTURBANCE REQUIREMENTS

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.

(Where applicable)

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

(Where applicable)

_____ 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 reached.

_____ 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.

6. CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that I have been authorized by the owner to make this application. I agree to conform to all applicable laws of this jurisdiction. I hereby certify that all information provided above is true and accurate.

Signature of Applicant: _____ Date: _____

Tennessee State Law 68-126-412, effective January 1, 2004, requires the installation of manufactured homes to be performed by an installer licensed in the State of Tennessee



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

Table with 4 columns: SERVICE REQUESTED (check service), APPLICANT COMPLETE QUESTIONS, FEES DUE, and PTBMIS CODES V689 Code Supp/Code. Rows include Septic System Construction Permit, Dwelling, Commercial: gpd, System Modification, Repair, Inspection Letter, Water Sample, Total Coliform, Fecal Coliform, Alternative System Permit*, Large Conventional System Plan Review*, Large Alternative System Plan Review*, Experimental System Plan Review*, Subdivision Evaluation: Lots, Soil Mapping, Installer Permit, Pumper Permit, Plat Approval, and Domestic Septage Disposal Site Permit.

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

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

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 SSDS 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