CITY OF KNOXVILLE

Plans Review and Building Permit Application

Development Services
400 W Main St ▪ Suite 475 ▪ Knoxville, TN ▪ 37902
865-215-3669
bldginspections@knoxvilletn.gov

INSTRUCTIONS

The City of Knoxville's plans review process is now 100% digital.

Please fill out the following application completely. Applications will only be accepted if the required fields are completely filled out. Once processed, we will email the contact on the application a link to upload plans.
All applications must be emailed to BLDGINSPECTIONS@KNOXVILLETN.GOV

PROJECT INFORMATION

Work Site Address (Required): _____ *Knoxville, TN*   *Zip Code:* _____

CONTACT INFORMATION

Applicant/Contact Name (Required): _____

Mailing Address (Required): _____

City, State, Zip (Required): _____

Phone Number (Required): _____

Email (Required): _____

Contractor Name: _____

State License Number: _____

Property Owner Name: _____

Mailing Address: _____

City, State, Zip: _____

PROJECT DESCRIPTION (Required)

(Please provide a <u>detailed</u> description of the work to be performed and indicate the trade work associated with the project)

☐ Site Work	☐ Electrical	☐ Plumbing	☐ Gas	☐ Mechanical	☐ Sign

_____
_____
_____
_____
_____
_____
_____
_____
_____

SITE WORK

Single Family Residence   ☐ Yes   ☐ No

# of Lots (If Residential Subdivision)

# of Disturbed Acres

**Large Parking Lots, Restaurants, Car Washes, and Auto Mechanic Shops will need a S.P.A.P (See Engineering for Details)

PROJECT COST ESTIMATE

The fee for a building permit shall be based on the estimated value of work. In computing the estimated value, include the fair market value of all construction or work for which the permit is issued. Include materials, labor cost, electrical work, plumbing work, gas/mechanical work, permanent or fixed heating equipment, elevator equipment, fire sprinkler equipment and any other permanent portions or permanent equipment essential to the operation of the building for the described use.

Total Estimated Project Cost (Required): $ _____

All of the following applicable statutes and regulations apply:

I hereby agree to comply with the ordinances of this jurisdiction pertaining to said building and site, and to construct the proposed building or structure or to make the proposed change or alteration with the plans and specifications submitted herewith, and certify that the information and statement given on this application, drawings and specifications are to the best of my knowledge, true and correct. It is understood and agreed that any error, misstatement, or misrepresentation of fact, either with or without intention, if known may cause refusal of this application or any alteration or change in plans made without approval of the Building Inspector / Building Inspections Department subsequent to the issuance of the building permit, shall constitute sufficient grounds for revocation of the permit.

I hereby certify that I am the owner of record of the herein described property, or that the proposed work has been authorized by the owner of record and that I have been authorized to make this application as a designated agent. I am familiar with and agree to conform to all applicable state and local codes, regulations, rules and policies and such shall be deemed a condition entering into the exercise of the permit. In addition, if a permit is issued, I certify that the code official or his authorized representative shall have the authority to enter the area(s) described herein at any reasonable hour for the purpose of enforcing the provisions of the applicable code(s).

I realize, in the case of new construction or change of use, that NO OCCUPANCY can be made until all final inspections are completed, approved and a CERTIFICATE OF OCCUPANCY has been obtained. I understand that if I occupy, or allow occupancy, in any manner, I am in violation of the International Building Code and City ordinance.

I am acting as a Contractor licensed by the State of Tennessee. I realize that I am liable to ensure that the appropriate license and insurance are maintained in good standing for the life of the permit. Should the status of either the required State of Tennessee contractors license or worker's compensation insurance change, the City of Knoxville shall be provided notification immediately.

I am acting as an Owner-Contractor and affirm that I am familiar with TCA § 62-6-102, § 62-6-120, and §62-6-136 and I am not subject to licensure as a contractor or subcontractor. I realize that I am liable to ensure all contractors and subcontractors are appropriately licensed by the State of Tennessee and / or the City of Knoxville. I understand that any person that engages or offers to engage in contracting without a license as required by TCA § 62-6-103 or who violates the terms and conditions of any license commits a Class A misdemeanor.

Signature of Applicant	**Date**

Printed Name of Applicant	**Date**

Please email this application to BLDGINSPECTIONS@KNOXVILLETN.GOV
Include the site address in the subject line.
Should your project require plans, we will email the project contact with a link to upload plans.

THIS APPLICATION EXPIRES 6 MONTHS FROM DATE OF SUBMITTAL.