



CITY OF TULLAHOMA

Department of Planning & Codes

PO Box 807, 321 N. Collins Street, Tullahoma, TN 37388

Phone: (931) 455-2282 Fax: (931) 454-1765

COMMERCIAL BUILDING PERMIT PACKET

Effective immediately, the following items are required prior to issuing a residential building permit. These items are included in this packet and must be turned in to Planning & Codes Department. Planning & Codes will contact those departments for their submission.

- _____ **Tennessee State Law (TCA 62-2-102) effective November 1, 2013** (see attached)

- _____ Completed **Building Permit Application with Site Plan Section complete with Setbacks and Driveway Location**

- _____ Completed **Designated Agent Authorization Form**

- _____ Completed **Utility Service Availability For**
(Tullahoma Utility Board - Larry Ostermann 455-4515)

- _____ Completed **Land Disturbance/Stormwater Permit**
(Tullahoma Dept of Public Works - Butch Taylor 454-1768)

- _____ Completed **Stormwater Designated Agent Form**
(Tullahoma Dept of Public Works - Butch Taylor 454-1768)

- _____ Completed **Stormwater Culvert Permit application**
(Tullahoma Dept of Public Works - Butch Taylor 454-1768)

- _____ Current copy of **Contractor's Certificate of Insurance**
(Commercial General Liability / Workman's Comp Coverage)

- _____ Current copy of **Contractor's Tennessee State License**

- _____ If **Electrical Permits** are needed, the Planning & Code Department is an Issuing Agent for State Electrical Permits and they may be purchased in this office. The Electrical Inspector inspects on Monday, Wednesday, and Friday of each week at 3:00 pm and after.
(State Electrical Inspector, Steve Bryan 607-3830)

The above forms are requirements of local government, utility or state government.

CITY OF TULLAHOMA

Department of Planning & Codes



In accordance with Tennessee State Law (TCA 62-2-102) and applicable Building and Design Codes effective November 1, 2013, the Tullahoma Planning and Codes Department will be enforcing the following policies that relate to commercial construction:

- Any new construction, renovation, or alteration of any building project that is 5,000 square feet or ***greater*** will require a full set of **STAMPED / SEALED** building plans (i.e. civil, structural, mechanical, plumbing, electrical as applicable) before any permit to commence construction will be issued.
- Any new project, renovation, or alteration of any building that is 5,000 square feet or ***less*** will require a limited set of **STAMPED / SEALED** building plans (i.e. structural plans (footer and building only). Additionally, **SITE PLANS** will be required and the Tullahoma Planning and Codes Department will determine on a case-by-case basis if **SITE PLANS** are required to be **STAMPED / SEALED**.
- Any project that would be considered commercial in scope (new construction, renovation, alteration, build-out, change of occupancy, etc) must appear before the **TULLAHOMA DEVELOPMENT COMMITTEE** and define project before any permit to commence construction will be issued. Additionally, **SITE PLANS** will require approval from the **TULLAHOMA PLANNING COMMISSION** before any permit to commence construction will be issued.



CITY OF TULLAHOMA

Department of Planning & Codes

PO Box 807, 321 N. Collins Street, Tullahoma, TN 37388

Phone: (931) 455-2282 Fax: (931) 454-1765

COMMERCIAL BUILDING PERMIT APPLICATION

This permit becomes null and void if work or construction authorized is not commenced within six (6) months, or if construction or work is suspended or abandoned for a period of six (6) months at any time after work is started. The applicant agrees to the following 1) Affix the Building Permit Placard in an accessible location on the construction site, visible from the road, and maintain such placard until the completion of the entire project. 2) Keep a copy of the approved construction drawings on site during construction 3) Contact the Planning & Codes Department at least 24 hours in advance of required inspection; and 4) Obtain a Certificate of Occupancy prior to the usage or occupancy of the structure or building constructed.

1	JOB ADDRESS	ZONING:
2	LOT # SUBDIVISION:	IS PROPERTY IN OR IMMEDIATELY ADJACENT TO A SPECIAL FLOOD HAZARD AREA? (ZONES A, AO, AH, A1-30, AE, A99) <input type="checkbox"/> YES <input type="checkbox"/> NO
3	OWNER(S) MAILING ADDRESS	PHONE
4	APPLICANT / BUSINESS MAILING ADDRESS	PHONE
5	GENERAL CONTRACTOR MAILING ADDRESS	PHONE LICENSE
6	ELECTRICAL CONTRACTOR MAILING ADDRESS	PHONE LICENSE
7	PLUMBING CONTRACTOR MAILING ADDRESS	PHONE LICENSE
8	TYPE OF CONSTRUCTION: <input type="checkbox"/> NEW <input type="checkbox"/> REMODEL <input type="checkbox"/> ADDITION <input type="checkbox"/> INTERIOR ONLY <input type="checkbox"/> PLUMBING ONLY	FOUNDATION TYPE:
9	PROPOSED USE: <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> GARAGE/STORAGE <input type="checkbox"/> OTHER	<input type="checkbox"/> SLAB <input type="checkbox"/> CRAWL SPACE
10	ROOF TYPE: <input type="checkbox"/> ASPHALT SHINGLE <input type="checkbox"/> METAL <input type="checkbox"/> OTHER	<u>SITE PLAN DRAWING</u> REAR SETBACK DISTANCE FRONT SETBACK DISTANCE <div style="display: flex; justify-content: space-between; width: 100%;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">SIDE SETBACK DISTANCE</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">SIDE SETBACK DISTANCE</div> </div>
11	NUMBER OF FIXTURES, FLOOR DRAINS OR TRAPS, SEPTIC TANKS, WATER HEATERS OR BACKFLOW PREVENTERS: TOTAL SQ. FT. OF PROJECT:	
12	ESTIMATED COST OF PROJECT: \$	
13	BUILDING PERMIT FEE 016 \$	
14	PLUMBING PERMIT: 020 \$	
15	LAND DISTURBANCE/STORMWATER PERMIT 418 \$	
16	PLAN REVIEW FEE 016 \$	
17	DRIVEWAY TILE/CURB CUT PERMIT 016 \$	
18	FIRE SPRINKLER FEE 016 \$	
19	TOTAL FEES DUE: \$	
20	<i>SIGNATURE: Only the primary contractor or a direct company employee (i.e. no sub-contractor) of the primary contractor OR only the property owner shall be permitted to sign this document.</i>	
21	<i>I hereby certify that information given herein is correct and true. Permit above will comply with all Adopted Codes of the City of Tullahoma.</i> PERMIT APPROVED BY DATE SIGNATURE OF OWNER DATE SIGNATURE OF CONTRACTOR/AUTHORIZED AGENT DATE SPECIAL CONDITIONS/NOTES	



CITY OF TULLAHOMA

Department of Planning & Codes

PO Box 807, 321 N. Collins Street, Tullahoma, TN 37388

Phone: (931) 455-2282 Fax: (931) 454-1765

DESIGNATED AGENT AUTHORIZATION

I _____ am the Owner of the property for
which a _____ Permit is required.

The property in question is located at : _____

Tullahoma, TN 37388.

The project for which this designation is made has been issued Permit # _____

As the Owner of this property, I hereby designate _____

as an Agent in the matter of acquiring the Permit referenced above.

By making this designation, I understand that the City of Tullahoma will deal directly with the Agent on all
matters involving the Permit.

Signature of Landowner

Date



TULLAHOMA STORMWATER MANAGEMENT PERMIT APPLICATION REQUIREMENTS

The following items all must be submitted to the Department of Public Works before a Stormwater Protection Permit will be issued for the project:

COMMERCIAL CONSTRUCTION (Less than 1 acre of land disturbance)

1. Complete Application Form (Long Form)
2. One (1) Complete Set of Site Plans including Erosion and Sedimentation Control Plan, for review(1)
3. Topographic Site Location Map (Quadrangle Map)
4. Stormwater Calculations(2)
5. Detention Maintenance Agreement Form (If Required)
6. Erosion and Sedimentation Control Bond(3)
7. Permit Application Fee

COMMERCIAL CONSTRUCTION (Greater than 1 acre of land disturbance)

1. Copy of signed Notice of Intent mailed to the Division of Water Pollution Control (WPC)
2. Copy of the Storm Water Pollution Prevention Plan (SWPPP) sent to WPC
3. Items 1-8 from above

RESIDENTIAL CONSTRUCTION

1. Complete Application Form (Short Form)
2. Permit Application Fee
3. A sketch of how the house and/or other structures will lay within the lot

NOTES:

1. The initial set of plans will be used as a check set. Any comments or required changes will be marked directly on this set of plans and returned to the applicant or his engineer. Once the plans are approved by the Department, the applicant will be required to submit at least two hard copies of the plans and one electronic copy. The hard copies will be stamped as "Approved". One of the hard copies will be retained by the Department of Public Works and all other copies will be returned at the Pre-Construction Conference. The electronic copy must be submitted on a CD that is clearly labeled with the Project Name and Date.
2. The Stormwater Management Ordinance contains detailed descriptions of the requirements for stormwater calculations and site plans.
3. The Erosion and Sedimentation Control Bond does not need to be submitted with the Permit Application. An estimated cost of erosion and sedimentation controls should be included on the application form, as requested. Once you are notified that the Permit Application has been approved, a pre-construction conference will be scheduled. You will be notified of the bond amount at this time. You may bring the bond with you to the Pre-Construction Conference if it has not already been submitted.
4. The quickest way to obtain a Stormwater Permit is to submit all of the required documents listed above as one package, so the Department can perform a complete review and make a timely decision. If pieces of the application are submitted, the Department may review them, but official comments will not be issued until all documents are received. If the entire package is submitted, and revisions are necessary, only those items requiring revision will need to be resubmitted.

City of Tullahoma
Site Plan Review Checklist
For Commercial/Industrial Sites

Site Plan Name: _____
Submittal Date: _____
Contact Name/Phone #: _____

All site plans shall include the following items at a minimum. Additional items may be required based on site-specific conditions. This completed checklist should be submitted along with 6 sets of plans for review by the Development Committee.

- ___ 1. Site plan drawn at a scale no smaller than 1" = 100', but adequate for proper review.
- ___ 2. A vicinity map; north arrow; scale; tax map, group, and parcel number as recorded; developer's name, signature, and phone number; plan date; and plan revision number.
- ___ 3. Size of lot, names of adjoining property owners or subdivisions.
- ___ 4. The actual shape and dimensions of the lot.
- ___ 5. Minimum building setback lines.
- ___ 6. The existing zoning on the site and on adjoining properties.
- ___ 7. Location, size, and arrangement of proposed and existing buildings.
- ___ 8. Type of proposed site usage and number of employees.
- ___ 9. All existing and proposed right-of-ways, street widths, and street names.
- ___ 10. Location of all proposed driveways and entrances, including width and radius dimensions.
- ___ 11. Show 20' wide fire lane access if applicable.
- ___ 12. Layout of all off-street parking areas including handicap parking spaces. Provide a list of parking spaces required and the number provided.
- ___ 13. Proposed sidewalk installation along lot frontage if on collector or arterial streets.
- ___ 14. List of building floor area, building heights, and percentage of impervious areas.
- ___ 15. Landscaping plan meeting minimum requirements of the Landscaping Ordinance.
- ___ 16. Position of fences, walls, or plantings to be utilized for screening (materials specified).
- ___ 17. Location and sizes of all signs.
- ___ 18. Dumpster pad location, size, and details. Areas of heavy duty asphalt pavement. Note on plan if cart is to be used instead of dumpster.
- ___ 19. Location and size of all existing and proposed utilities (water, sewer, electric, telephone, and gas) including service lines; fire hydrant coverage; fire department connection (FDC) if applicable; cleanouts; grease trap; monitoring manhole; backflow prevention device; and water meter size. See attached BellSouth Installation Requirements.
- ___ 20. Location, dimensions, and type of all easements.
- ___ 21. Existing and proposed contours at a one-foot vertical interval.
- ___ 22. The location of all water courses on or adjoining the tract.
- ___ 23. Flood note/floodplain information from FEMA maps and studies (if applicable).
- ___ 24. Stormwater management plan with drainage calculations. Post bond if applicable. Refer to separate review checklist for stormwater management plan.
- ___ 25. Proposed drainage detention areas with calculations.
- ___ 26. Complete stormwater detention easement agreement form.
- ___ 27. Construction entrance location, size, and pad details.

Date Plans Received _____
Date Review Completed _____
Approved By _____

CITY OF TULLAHOMA
LAND DISTURBANCE AND
STORMWATER PROTECTION PERMIT

APPLICATION FORM

OFFICE USE ONLY
Permit No:
Application Date:
Revision Date: July 28, 2005

1. APPLICANT (Please check if Applicant is the landowner or designated Agent*)

PROJECT TITLE			
NAME		<input type="checkbox"/> LANDOWNER	<input type="checkbox"/> DESIGNATED AGENT
MAILING ADDRESS		AREA CODE / PHONE NUMBER	
CITY	STATE	ZIP CODE	Area Code / Fax Number
*Designated Agent must attach a written statement from landowner authorizing him/her to secure a permit in the landowner's name			

2. SITE LOCATION

STREET ADDRESS		COUNTY
SUBDIVISION NAME (IF APPLICABLE)		LOT NUMBER(S)
TAX MAP NUMBER	PARCEL NUMBER	

3. PROPOSED LAND DISTURBANCE

PROJECT TYPE:	1. <input type="checkbox"/> Residential	2. <input type="checkbox"/> Multi-Family	3. <input type="checkbox"/> Commercial	4. <input type="checkbox"/> Industrial	5. <input type="checkbox"/> Other
PROJECT PURPOSE		SIZE OF DISTURBANCE (ACRES OR SQUARE FEET)			
NAME OF RECEIVING STREAM		APPROXIMATE DISTANCE TO RECEIVING STREAM (FEET)			
PROPOSED START DATE OF PROJECT		PROPOSED COMPLETION DATE OF PROJECT			

4. STORMWATER MANAGEMENT PLAN

A STORMWATER MANAGEMENT PLAN HAS BEEN PREPARED FOR THE SITE		<input type="checkbox"/> YES <input type="checkbox"/> NO (IF NO, APPLICATION IS INCOMPLETE)
NAME OF PLAN PREPARER	PHONE # OF PLAN PREPARER	
ESTIMATED COST OF EROSION AND SEDIMENT CONTROL MEASURES	ITEMIZED ESTIMATE ATTACHED AS PART OF STORMWATER PLAN <input type="checkbox"/> YES <input type="checkbox"/> NO	

5. PERFORMANCE BOND

AMOUNT REQUIRED: \$	BOND TO BE SUBMITTED AS: <input type="checkbox"/> CASH <input type="checkbox"/> CERTIFIED CHECK <input type="checkbox"/> IRREVOCABLE LETTER OF CREDIT <input type="checkbox"/> SURETY BOND			
PERFORMANCE BOND IS <input type="checkbox"/> ENCLOSED <input type="checkbox"/> TO BE SUBMITTED AFTER PERMIT APPROVAL BUT PRIOR TO START OF CONSTRUCTION				
NAME OF SURETY COMPANY (IF KNOWN)				
ADDRESS	CITY	STATE	ZIP CODE	AREA CODE / TELEPHONE #

6. CONTRACTOR INFORMATION

NAME OF CONTRACTOR TO PERFORM LAND DISTURBANCE		ADDRESS OF CONTRACTOR		
CITY	STATE	ZIP CODE	AREA CODE / TELEPHONE NUMBER	
NAME OF INDIVIDUAL *ON SITE* RESPONSIBLE FOR EROSION CONTROL		COMPANY NAME		
CITY	STATE	ZIP CODE	TELEPHONE # (WHERE MOST LIKELY TO BE REACHED)	
HAS PERSON RESPONSIBLE FOR EROSION CONTROL ATTENDED THE STATE OF TENNESSEE "FUNDAMENTALS OF EROSION PREVENTION AND SEDIMENT CONTROL"?				
<input type="checkbox"/> YES <input type="checkbox"/> NO				

LAND DISTURBANCE AND STORMWATER PROTECTION PERMIT
APPLICATION FORM (CONTINUED)

7. STATE PERMITS

IF LAND DISTURBANCE IS TO BE GREATER THAN 1 ACRE IS NOI FOR COVERAGE UNDER TENNESSEE CONSTRUCTION STORMWATER GENERAL PERMIT ATTACHED?		
<input type="checkbox"/> YES	<input type="checkbox"/> NO (IF NO, APPLICATION IS INCOMPLETE)	
HAS COVERAGE UNDER THE STATE PERMIT ALREADY BEEN RECEIVED?		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	
IS RECEIVING STREAM LISTED ON THE STATE 303D LIST FOR SEDIMENTATION?		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	
ARE ANY OTHER STATE OR FEDERAL PERMITS (OTHER THAN STORMWATER) REQUIRED FOR THIS OPERATION PRIOR TO START OF CONSTRUCTION?		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	
IF OTHER PERMITS ARE REQUIRED PRIOR TO CONSTRUCTION; LIST TYPES AND STATUS:	TYPE OF PERMIT	STATUS OF PERMIT
	TYPE OF PERMIT	STATUS OF PERMIT
	TYPE OF PERMIT	STATUS OF PERMIT

8. ADDITIONAL INFORMATION

PROVIDE ANY ADDITIONAL INFORMATION THAT YOU BELIEVE WILL BE HELPFUL IN THE ANALYSIS OF THIS PERMIT APPLICATION

9. CERTIFICATION

I hereby acknowledge that the information contained herein is true and correct, and I hereby agree to comply with all applicable provisions of the Codes of the City of Tullahoma, Tennessee.

LANDOWNER OR DESIGNATED AGENT	PRINT NAME	SIGNATURE	DATE
CONTRACTOR	PRINT NAME	SIGNATURE	DATE

10. STORMWATER AND CODES INSPECTION BOX

Prior to beginning construction of the project, a stormwater and codes inspection box shall be located on the site. For sites of greater than one acre, the box may be the same box that houses the SWPPP. For projects of less than one acre, the box should be a waterproof box such as a mailbox and shall be labeled as "Inspections".

-----FOR CITY USE ONLY - PLEASE DO NOT WRITE BELOW THIS LINE-----

Permit Review Fee \$ _____	Date Paid _____
Bond Amount \$ _____	Date Received _____
Date of Pre-Construction Conference _____	
Maintenance Agreement Dated _____	
Stormwater Management Plan Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	
_____ Director Approval	_____ Approval Date

The Tullahoma Stormwater Program is a Non-Funded State of Tennessee and EPA Mandate

**STORMWATER DETENTION FACILITIES
CONSTRUCTION AND MAINTENANCE AGREEMENT**

THIS AGREEMENT made and entered into this ____ day of _____, 20__, by and between _____ (hereinafter called the "Landowner") and the City of Tullahoma.

WITNESSETH, that

WHEREAS, Ordinance No. 1283, was adopted by the City of Tullahoma, effective June 28, 2004, and provided for the adoption of the Stormwater Management ordinance of the City of Tullahoma; and

WHEREAS, under said ordinance the City of Tullahoma Public Works Director (herein called Enforcing Officer) shall have the authority to inspect private stormwater drainage systems within the City of Tullahoma, and to order such corrective actions to said private drainage systems as are necessary to maintain properly the major and minor drainage systems within the City of Tullahoma; and

WHEREAS, the Enforcing Officer and the City of Tullahoma Board of Mayor and Aldermen have adopted and approved certain technical guidelines relating to policy on detention of stormwater in the City of Tullahoma as defined in the Stormwater Management ordinance; and

WHEREAS, in Section 4, of said ordinance, it is provided that detention facilities located on private property in the City of Tullahoma must be maintained by the property owner, and a maintenance agreement must be executed before the development plan is approved; and

WHEREAS, the Landowner is the owner of certain real property, more particularly described as _____

as recorded by deed in the Register of Deeds Office in the City of Tullahoma, in Deed Book _____ at page _____ (hereinafter called the "Property"); and

WHEREAS, the Landowner is proceeding to build on and develop the property; and

WHEREAS, Site Plan/Subdivision Plan _____* (hereinafter called the "Plan"), which is expressly made a part hereof, as approved or to be approved by the City of Tullahoma, provides for detention of stormwater within the confines of the property; and

WHEREAS, the City of Tullahoma and the Landowner agree that the health, safety, and general welfare of the residents of the City of Tullahoma require that onsite stormwater detention facilities be constructed and maintained on the property; and

WHEREAS, the City of Tullahoma requires that onsite stormwater facilities as shown on Plan _____ be constructed and adequately maintained by the Landowner.

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

1. The onsite stormwater detention facilities shall be constructed by the Landowner in accordance with the plans and specifications identified in Plan _____.
2. The Landowner shall maintain the stormwater detention facilities as shown on Plan _____ in good working order acceptable to the Enforcing Officer. Maintenance shall include, but not be limited to, removal of silt, litter and other debris, the cutting of grass, the replacement of landscape vegetation, and all additional maintenance and repair needs outlined in the design documents.
3. The Landowner shall provide for an annual inspection of the Stormwater detention facilities as shown on Plan _____ for the purpose of documenting the completion of proper maintenance and repair activities. The property owner will arrange for this inspection to be conducted by a registered professional engineer licensed to practice in the State of Tennessee who will submit a sealed report of the inspection to the Department of Public Works. The first annual inspection report shall be submitted 12 months after the issuance of a Certificate of Occupancy on the site or acceptance of the stormwater detention facility construction by the City of Tullahoma. Subsequent inspection repairs shall be performed in one-year increments. All maintenance and repair activities shall be certified as complete upon the submittal of the report.
4. The Landowner hereby grants permission to the City of Tullahoma, its authorized agents, and employees to enter the property and to inspect the stormwater detention facilities whenever it deems necessary. Whenever possible, the City of Tullahoma shall notify the Landowner prior to entering the property.
5. In the event the Landowner fails to maintain stormwater detention facilities as shown on Plan _____ in good working order acceptable to the Enforcing Officer, the City of Tullahoma may enter the property and take whatever steps it deems necessary to maintain said stormwater detention facilities. This provision shall not be construed to allow the City of Tullahoma to

erect any structure of a permanent nature on the land of the Landowner without first obtaining written approval of the Landowner. It is expressly understood and agreed that the City of Tullahoma is under no obligation to maintain or repair said facilities; and in no event shall this Agreement be construed to impose any such obligation on the City of Tullahoma.

6. In the event the City of Tullahoma, pursuant to this Agreement, performs work of any nature, or expends any funds in performance of said work for labor, use of equipment, supplies, materials, and the like, the Landowner shall reimburse the City of Tullahoma upon demand, within ten (10) days of receipt thereof for all costs incurred by the City of Tullahoma hereunder.

7. It is the intent of this Agreement to insure the proper maintenance of onsite stormwater detention facilities by the Landowner; provided, however, that this Agreement shall not be deemed to create or effect any additional liability of any party for damage alleged to result from or be caused by stormwater drainage.

8. The Landowner, its executors, administrators, assigns, and any other successors in interest, shall indemnify and hold the City of Tullahoma and its agents and employees harmless for any and all damages, accidents, casualties, occurrences, or claims which might arise or be asserted against the City of Tullahoma from the construction, presence, existence, or maintenance of the stormwater detention facilities by the Landowner or the City of Tullahoma.

In the event a claim is asserted against the City of Tullahoma, its agents, or employees, the City of Tullahoma shall notify the Landowner and the Landowner shall defend at his own expense any suit based on such claim. If any judgment or claims against the City of Tullahoma, its agents, or employees shall be allowed, the Landowner shall pay all costs and expenses in connection therewith.

9. This Agreement shall be recorded among the land records of the City of Tullahoma, and shall constitute a covenant running with the land, and shall be binding on the Landowner, its administrators, executors, assigns, heirs, and any other successors in interest.

*Plan _____ refers to site plan prepared by _____ dated _____, on file with the City of Tullahoma Planning and Codes Department.

WITNESS the following signatures and seals;

THE CITY OF TULLAHOMA BOARD
OF MAYOR AND ALDERMEN

By _____
Mayor

By _____
(Landowner)

ATTEST:

Prepared by: _____

STATE OF TENNESSEE

COUNTY OF COFFEE

I, _____, a Notary Public in and for the County and State aforesaid; whose commission expires on the ____ day of _____, 20__, do certify that _____; whose names are assigned to the foregoing Agreement bearing the date of ____ day of _____, 20__, have acknowledged the same before me in my said County and State aforesaid.

Given under my hand this ____ day of _____, 20__.

Notary Public

STATE OF TENNESSEE

COUNTY OF COFFEE

I, _____, a Notary Public in and for the County and State aforesaid, whose commission expires on the ____ day of _____, 20 __, do certify that _____, whose names are assigned to the foregoing Agreement bearing the date of ____ day of _____, 20 __, have acknowledged the same before me in my said County and State aforesaid.

Given under my hand this ____ day of _____, 20 __.

Notary Public

TULLAHOMA STORMWATER MANAGEMENT
DESIGNATED AGENT FORM

The Tullahoma Stormwater Ordinance requires that the Owner of a property apply for the Land Disturbance and Stormwater Protection Permit. As an alternative, the Owner of the property may designate an Agent to acquire the permit on their behalf. This form serves the purpose of designating such Agent.

I, _____ am the Owner of the property for which a Land Disturbance and Stormwater Protection Permit is required. The property in question is located at _____ in Tullahoma, Tennessee. The project for which this designation is made has been issued Permit # _____. As the Owner of the property, I hereby designate _____ as an Agent in the matter of acquiring the Land Disturbance and Stormwater Protection Permit referenced above. By making this designation, I understand that the City of Tullahoma will deal directly with the Agent on all matters involving the Permit.

Property Owner

Stormwater Culvert Permit

City of Tullahoma

Permit # _____

Permit Charges \$ 25.00

NOTE: THE CITY OF TULLAOMA DOES NOT PICK UP, TRANSPORT OR UNLOAD TILE

Name _____ Date _____

Address: _____ Contractor _____

Culvert Information

Size Diameter _____

Class III

Type: Reinforced Concrete Pipe

Length: Minimum of 16 feet (24 feet suggested)

Installation Requirements

- * Contact the Public Works Department prior to installation of storm drain.
 - * The Public Works Department will make a visual inspection of the drainage area and provide the property owner with a minimum culvert size for installation.
 - * Prior to laying the drainage pipe, the owner and/or contractor shall prepare a suitable bedding of crushed 6" stone (#57 / #67) for the drainage pipe to lie on.
 - * Place pipe on prepared bed of gravel, following the natural slope of ditch. This should allow the pipe flow line to be approximately 1" below the flow line of the ditch.
 - * Firmly support each section throughout its length and form a close concentric joint with the adjoining pipe.
 - * Laying drainage pipe and sealing joints shall be undertaken simultaneously:
 - Seal all joints during the same day in which the drainage pipe is laid
 - Construct the joint in such a manner that a silt tight joint will result
 - * Material which can be used to seal joints for drainage pipe
 1. Portland cement mortar
 2. Rubber gaskets (can be obtained from manufacturer)
 3. Other types recommended by the drainage pipe manufacturer and approved by the Public Works Department.
 - * Prior to backfilling, visual inspection is required by the Public Works Department to insure the storm drain is installed properly. After inspection and approval of the Public Works Department the pipe shall be backfilled in 6" lifts on each side of pipe and compacted either manually or mechanically until grade is met.
- The ditch and road shoulder shall be stabilized and left in neat condition.
- * Any drainage pipe which is not in good alignment or which shows any undue settlement or damage shall be taken up and relayed at the property owner's expense up to one year from the installation date.
 - * Any time a drainage pipe is installed by the property owner, the Public Works Department may require any ditching that is needed at the owner's expense.
 - * Concrete headwalls shall be required on both ends of every drainage pipe eighteen (18) inches or larger, and on all multi-tile installations.
 - * The Public Works Department may also require concrete headwalls on either or both ends of any storm drain smaller than eighteen (18) inches if needed.

I understand and shall comply with all of the above installation requirements;

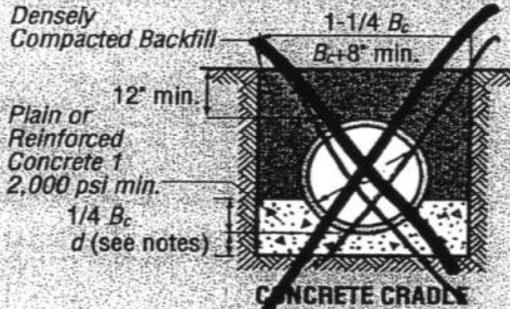
Signed _____

Date _____

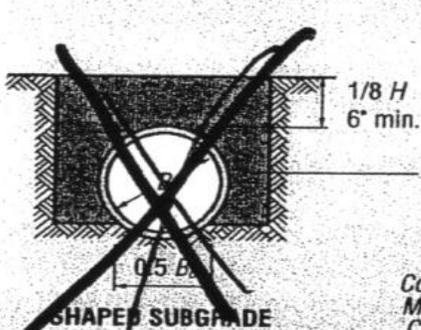
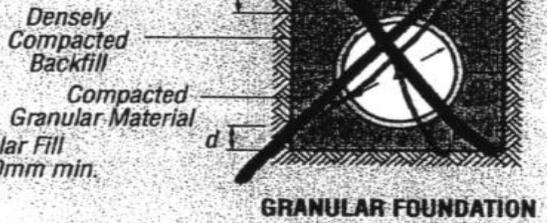
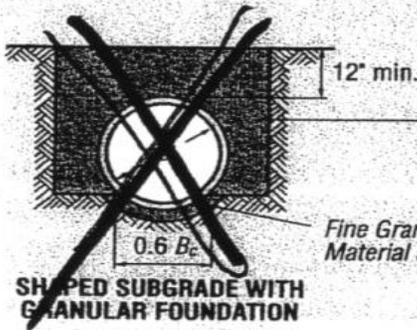
TRENCH BEDDING CIRCULAR PIPE (INCHES)

Notes:

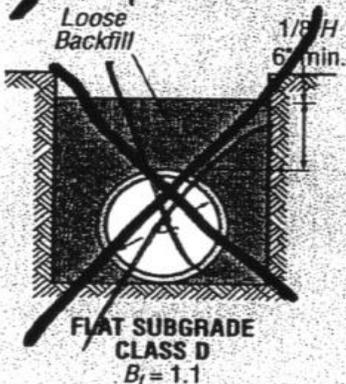
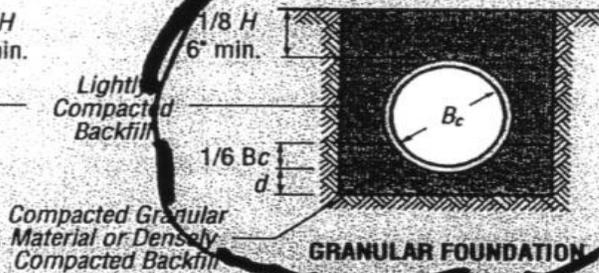
For Class A bedding, use d as depth of concrete below pipe unless otherwise indicated by soil or design conditions. For Class B and C beddings, subgrades should be excavated or over excavated, if necessary, so a uniform foundation free of protruding rocks may be provided. Special care may be necessary with Class A or other unyielding foundations to cushion pipe from shock when blasting can be anticipated in the area.



CLASS A
 Reinforced $A_s = 1.0\%$ $B_f = 4.8$
 Reinforced $A_s = 0.4\%$ $B_f = 3.4$
 Plain $B_f = 2.8$



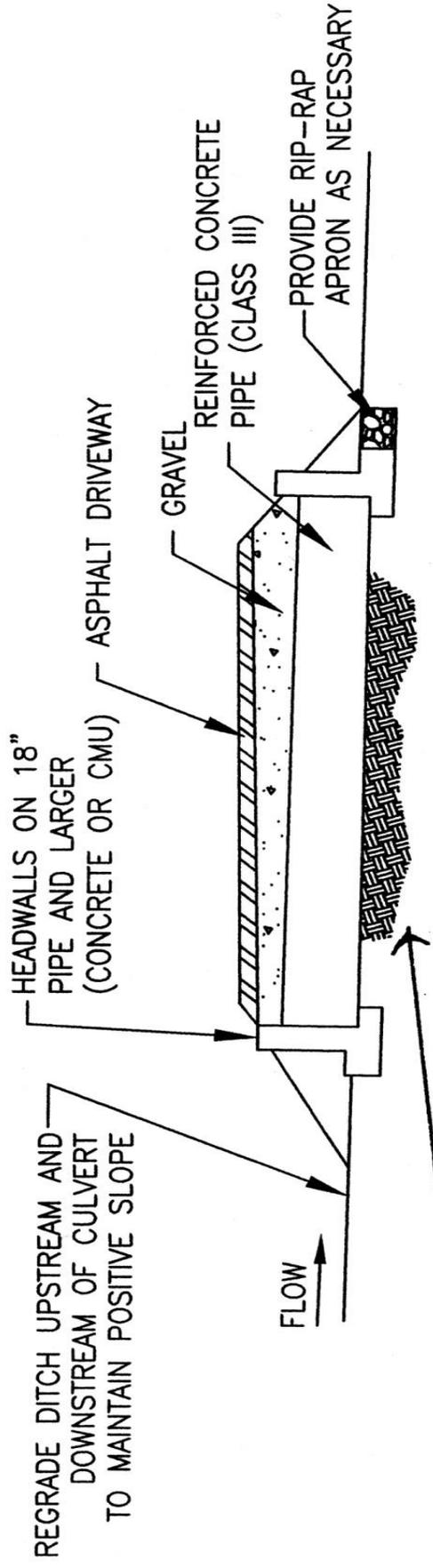
CLASS B
 $B_f = 1.9$



Depth of Bedding Material Below Pipe	
D	d (min)
27" & smaller	6"
30" to 60"	6"
66" & larger	6"

Legend

- B_c = outside diameter
- H = backfill cover above top of pipe
- D = inside diameter
- d = depth of bedding material below pipe
- A_s = area of transverse steel in the cradle of arch expressed as a percentage of area of concrete at invert or crown



SECTION OF DRIVEWAY
N.T.S.

STANDARD CULVERT INSTALLATION
DETAIL
CITY OF TULLAHOMA
PUBLIC WORKS DEPARTMENT