



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

RESIDENTIAL 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.

Project Address: _____ Date: _____

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

_____ Completed **Designated Agent Authorization Form**

_____ Homeowner's Affidavit **Tennessee State Law (TCA 62-6-103)** (see attached)

_____ 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.



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RESIDENTIAL 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/APPLICANT		MAILING ADDRESS	PHONE
4	GENERAL CONTRACTOR		MAILING ADDRESS	PHONE LICENSE
5	ELECTRICAL CONTRACTOR		MAILING ADDRESS	PHONE LICENSE
6	PLUMBING CONTRACTOR		MAILING ADDRESS	PHONE LICENSE
7	TYPE OF CONSTRUCTION: <input type="checkbox"/> NEW <input type="checkbox"/> REMODEL <input type="checkbox"/> ADDITION <input type="checkbox"/> INTERIOR ONLY			FOUNDATION TYPE: <input type="checkbox"/> SLAB <input type="checkbox"/> CRAWL SPACE
8	PROPOSED USE: <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> MOBILE HOME <input type="checkbox"/> HOUSE RELOCATED <input type="checkbox"/> GARAGE/STORAGE <input type="checkbox"/> OTHER			
9	ROOF TYPE: <input type="checkbox"/> ASPHALT SHINGLE <input type="checkbox"/> METAL <input type="checkbox"/> OTHER			
10	NO. OF BATHS: FULL HALF	TOTAL SQ. FT. OF PROJECT:		
11	ESTIMATED COST OF PROJECT: \$			
12	BUILDING PERMIT	016	\$	
13	PLUMBING PERMIT	020	\$	
14	LAND DISTURBANCE/STORMWATER PERMIT	418	\$	
15	MECHANICAL	020	\$	
16	PLAN REVIEW	016	\$	
17	DRIVEWAY TILE/CURB CUT PERMIT	016	\$	
18	FIRE SPRINKLER	016	\$	
19	TOTAL FEES DUE \$			
20	<p><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></p> <p><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></p>			

SITE PLAN DRAWING

REAR SETBACK DISTANCE FROM STRUCTURE

↕

FRONT SETBACK DISTANCE FROM STRUCTURE

↕

SIDE SETBACK DISTANCE FROM STRUCTURE

↔

SIDE SETBACK DISTANCE FROM STRUCTURE

↔

20	SIGNATURE OF CONTRACTOR/AUTHORIZED AGENT	DATE	PLANNING AND CODES DIRECTOR	DATE
	SIGNATURE OF OWNER	DATE	SPECIAL CONDITIONS/NOTES:	



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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

CITY OF TULLAHOMA

Department of Planning & Codes



Tennessee Board for Licensing Contractors
500 James Robertson Parkway; Nashville, TN 37243
(615) 741-8307 or 800-544-7693 / <http://tn.gov/commerce/boards/contractors/>

HOMEOWNER'S AFFIDAVIT FOR BUILDING PERMIT

Notice: This is to make you aware of the practice of unlicensed contractors requiring the homeowner to obtain a building permit in order to circumvent the licensing law and from being liable for any injuries on the jobsite, nonpayment (which may result in liens), and local code requirements. Licensed contractors must provide proof of insurance, financial solvency and pass exams.

Pursuant T.C.A. § 62-6-103, an owner of property may construct a single residence once every two (2) years, for their own use, and not for resale, lease or rent. Anyone hired by the homeowner would be considered a prime contractor or a construction manager, and they are not exempt from the license requirements. To ensure they are properly licensed with the correct license classification and monetary limit, please check with the Contractor's Board at: 1-800-544-7693 or the License Roster Search at: <http://licsrch.state.tn.us/>

PLEASE CHECK AND SIGN:

- 1. I have not applied for a homeowner permit within the last two (2) years.
- 2. I will perform all the work for which the building permit was issued except where otherwise noted, and those hired must show proof of license.
- 3. If I hire a construction manager to oversee the project, the construction manager will be properly licensed.
- 4. Should I cease to act as the owner-builder of the project, and hire a contractor to complete the project, I will request the permit to be voided and the contractor will apply for a new permit.
- 5. I am responsible for any required workers compensation and general liability insurance.

I, _____ certify reading the above statements and understand
[Homeowner Name(s)]
the requirements and responsibilities that accompany a Homeowner's Permit.

Property Owner(s): _____

Signed: _____ Date: _____

TULLAHOMA UTILITIES BOARD
Residential Cross-Connection Questionnaire Survey

Required by the Tennessee Department of Environment and Conservation
Division of Water Supply

All Existing or Prospective Customers Requesting a New Water Service Must Complete Survey

Occupant Name _____

Occupant Address _____

1. Occupancy: _____ Own _____ Rent
2. Meter serves or will serve: Home _____ How Many? _____
Buildings _____ How Many? _____
3. Do you have or will you have? (Please Check all that apply):
Hot Tub _____ Swimming Pool _____ Jacuzzi _____
Waterbed _____ Solar System _____ Green House _____
Underground Sprinkler System _____ Darkroom Equipment _____
Drip/Soaker/Irrigation System _____ Portable Dialysis Machine _____
Insecticide Sprayers (That attach to garden hose also) _____
Utility sink w/threaded faucet _____ Unidentified pipes _____
4. Do you have or will you have a bathtub that fills from the bottom? Yes _____ No _____
5. Do you have or will you have a water softener or other water treatment system? Yes _____ No _____
6. Do you have or will you have an auxiliary water supply on your premises? Yes _____ No _____
7. Do you have or will you have livestock and use a water trough or water system connected to the public water supply? Yes _____ No _____
8. Does a creek, river, or spring run near or on your property? Yes _____ No _____
9. Do you have or will you have a booster pump, well pump, or any other type water pump?
Yes _____ No _____
10. Do you receive or will you receive irrigation water from a different source? Yes _____ No _____
11. Do you or will you perform any activities that require the use of toxic chemicals. (taxidermy, metal plating, biodiesel or ethanol production, etc.)? Yes _____ No _____
12. Do you have a backflow prevention device on your property now? Yes _____ No _____
13. Do you have any situation that you are aware of that could create a cross-connection?
Yes _____ No _____
14. Do you have or will you have any other water-using equipment on your property not mentioned above? Yes _____ No _____ If yes please list: _____

My signature affirms that I agree not to create a cross-connection with the public water supply. Please notify TUB if any of the above conditions change. Thank you for your cooperation.

Printed Name

Phone Number

Signature

Date

CITY OF TULLAHOMA
SMALL RESIDENTIAL
STORMWATER PROTECTION PERMIT

APPLICATION FORM

OFFICE USE ONLY
Permit No: _____
Application Date: _____
Revision Date: July 7, 2005

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

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 (Please attach a copy of Property Plat with Application)

PROJECT TYPE: 1. <input type="checkbox"/> New Home 2. <input type="checkbox"/> Add-On 3. <input type="checkbox"/> Garage / Shed 4. <input type="checkbox"/> Other, If Other Specify _____		
PROJECT PURPOSE _____	SIZE OF STRUCTURE (SQUARE FEET) _____	SIZE OF TOTAL LAND DISTURBANCE (SQ. FT.) _____
PROPOSED START DATE OF PROJECT _____	PROPOSED COMPLETION DATE OF PROJECT _____	
Attached Property Plat shall contain a sketch of the location of the development.		

4. STORMWATER MANAGEMENT ITEMS

Is there a stream located within 100 feet of the proposed development?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a drainage ditch located within 50 feet of the proposed development?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the development cause a significant change in the direction of stormwater flows on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the development cause a significant change in the amount of stormwater flows on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the development cause a partial or complete blockage of any existing watercourse?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will an existing watercourse need to be re-routed to make room for the proposed development?	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. CERTIFICATION

I hereby acknowledge that to the best of my knowledge 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 _____
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-----FOR CITY USE ONLY – PLEASE DO NOT WRITE BELOW THIS LINE-----

Permit Review Fee \$ _____	Date Paid _____
Stormwater Protection Permit Approved:	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____ Director Approval	_____ Approval Date

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 TULLAHOMA 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;

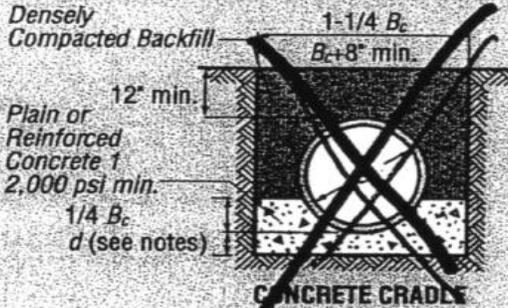
Signed _____

Date _____

TRENCH BEDDING CIRCULAR PIPE (INCHES)

Notes:

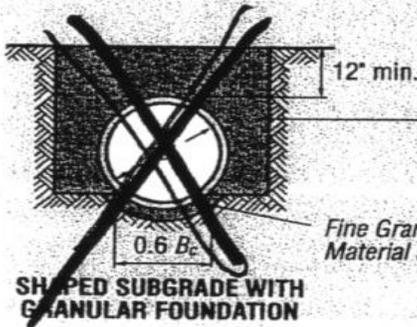
For Class A bedding, use d as depth of concrete below pipe unless otherwise indicated by soil or design conditions. For Class B and C beddings, subgrades should be excavated or over excavated, if necessary, so a uniform foundation free of protruding rocks may be provided. Special care may be necessary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



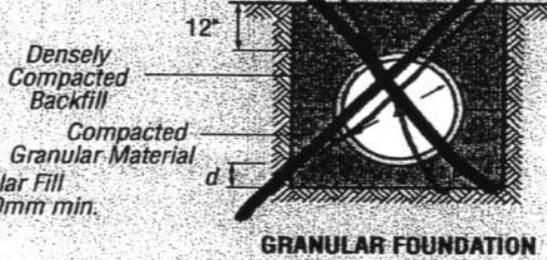
CONCRETE CRADLE

CLASS A

Reinforced $A_s = 1.0\%$ $B_r = 4.8$
 Reinforced $A_s = 0.4\%$ $B_r = 3.4$
 Plain $B_r = 2.8$

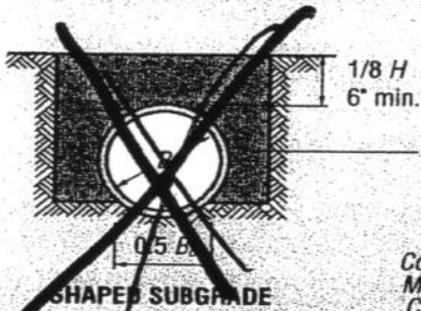


SHAPED SUBGRADE WITH GRANULAR FOUNDATION

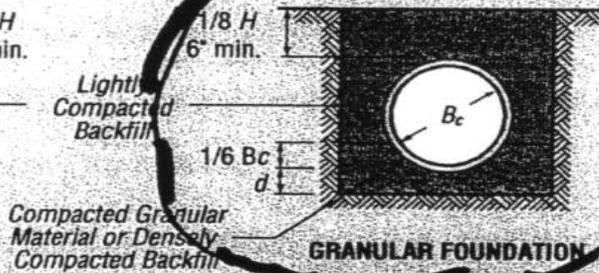


GRANULAR FOUNDATION

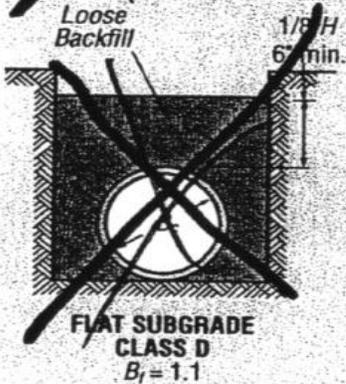
CLASS B
 $B_r = 1.9$



SHAPED SUBGRADE



GRANULAR FOUNDATION

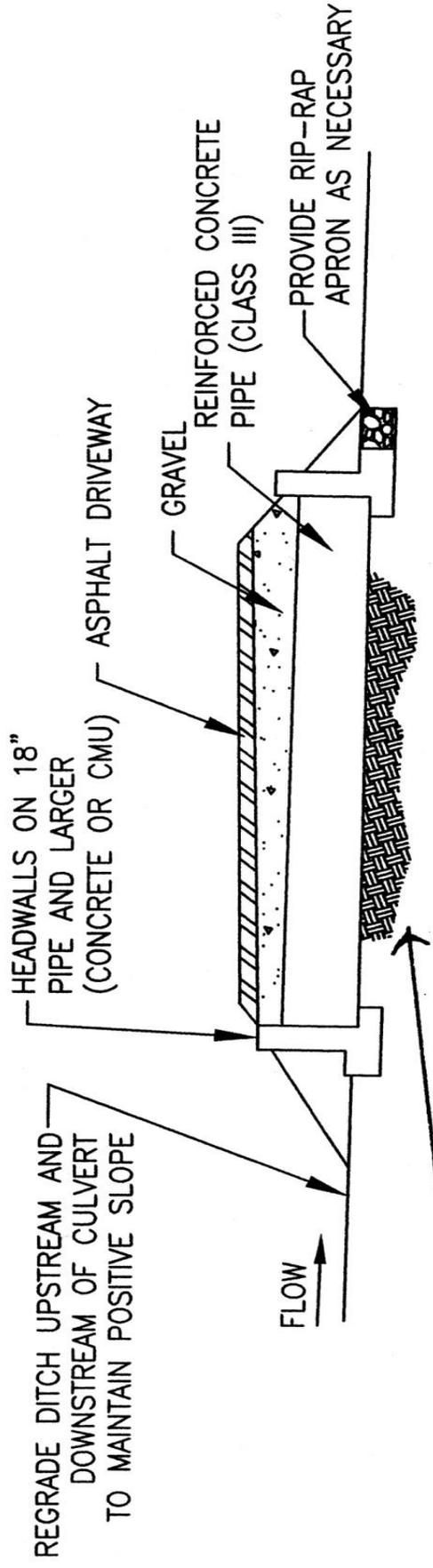


FLAT SUBGRADE
CLASS D
 $B_r = 1.1$

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

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



REGRADE DITCH UPSTREAM AND DOWNSTREAM OF CULVERT TO MAINTAIN POSITIVE SLOPE

6" CRUSHED STONE BEDDING #57 STONE

NOTE: GRADE OF CULVERT GENERALLY TO FOLLOW SLOPE OF DITCH

SECTION OF DRIVEWAY
N.T.S.

STANDARD CULVERT INSTALLATION
DETAIL
CITY OF TULLAHOMA
PUBLIC WORKS DEPARTMENT