

**CITY OF ATHENS, TENNESSEE**  
**COMMUNITY DEVELOPMENT**  
**COMMERCIAL BUILDING & PLANS REVIEW**

**IMPORTANT PLEASE COMPLETE ALL QUESTIONS:**

**Location Information:**

Project Address: \_\_\_\_\_ Zoning District of Property: \_\_\_\_\_  
FEMA Flood Zone Type: \_\_\_\_\_ Tax map Parcel ID #: \_\_\_\_\_

Lot Size: \_\_\_\_\_ Lot Shape: \_\_\_\_\_ Lot #: \_\_\_\_\_

**Owner Information:**

Owner Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Current Address: \_\_\_\_\_

**Contractor Information:**

Contractor or Company Name: \_\_\_\_\_  
Contractor or Company Address: \_\_\_\_\_  
Contact person: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
License Type: \_\_\_\_\_ License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Please attach a copy of your current License and certificate of insurance showing workers comp. and liability.**

**Construction Information:**

Type of improvement: New: [ ] Addition: [ ] Remodel: [ ] Moving: [ ] Demolition: [ ]

Type Building: Single Fam.: [ ] Multi Fam.: [ ] Commercial: [ ] Industrial: [ ] Manufactured: [ ]

Square Footage of Structure: \_\_\_\_\_ Number of Stories: \_\_\_\_\_ Total Height: \_\_\_\_\_  
Building Setback from property lines: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_  
Describe the construction project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONSTRUCTION COST:**

Cost of Construction Cost: \$ \_\_\_\_\_  
Cost of Electrical Cost: \$ \_\_\_\_\_  
Cost of Plumbing Cost: \$ \_\_\_\_\_

Cost of HAVC Cost: \$ \_\_\_\_\_  
Cost of site work: \$ \_\_\_\_\_  
Cost of Landscape: \$ \_\_\_\_\_  
**TOTAL COST OF PROJECT:** \$ \_\_\_\_\_

**APPROVALS:**

Plans Submitted:	Yes [ ]	No [ ]	Approved: Yes [ ]	No [ ]	
Site Plans Submitted:	Yes [ ]	No [ ]	Approved: Yes [ ]	No [ ]	
Landscape Plans Submitted:	Yes [ ]	No [ ]	Approved: Yes [ ]	No [ ]	
Driveway Plan Submitted:	Yes [ ]	No [ ]	Approved: Yes [ ]	No [ ]	
Planning Commission:	Yes [ ]	No [ ]	Approved: Yes [ ]	No [ ]	N/A [ ]
Board of Zoning Appeals:	Yes [ ]	No [ ]	Approved: Yes [ ]	No [ ]	N/A [ ]

**OFF STREET PARKING:**

Off street parking provided: Yes [ ] No [ ] Number of Spaces: \_\_\_\_\_ Size of spaces: \_\_\_\_\_  
\_\_\_\_\_

Number of ADA Compliant Spaces: \_\_\_\_\_ Width of Drive Lanes: \_\_\_\_\_  
\_\_\_\_\_

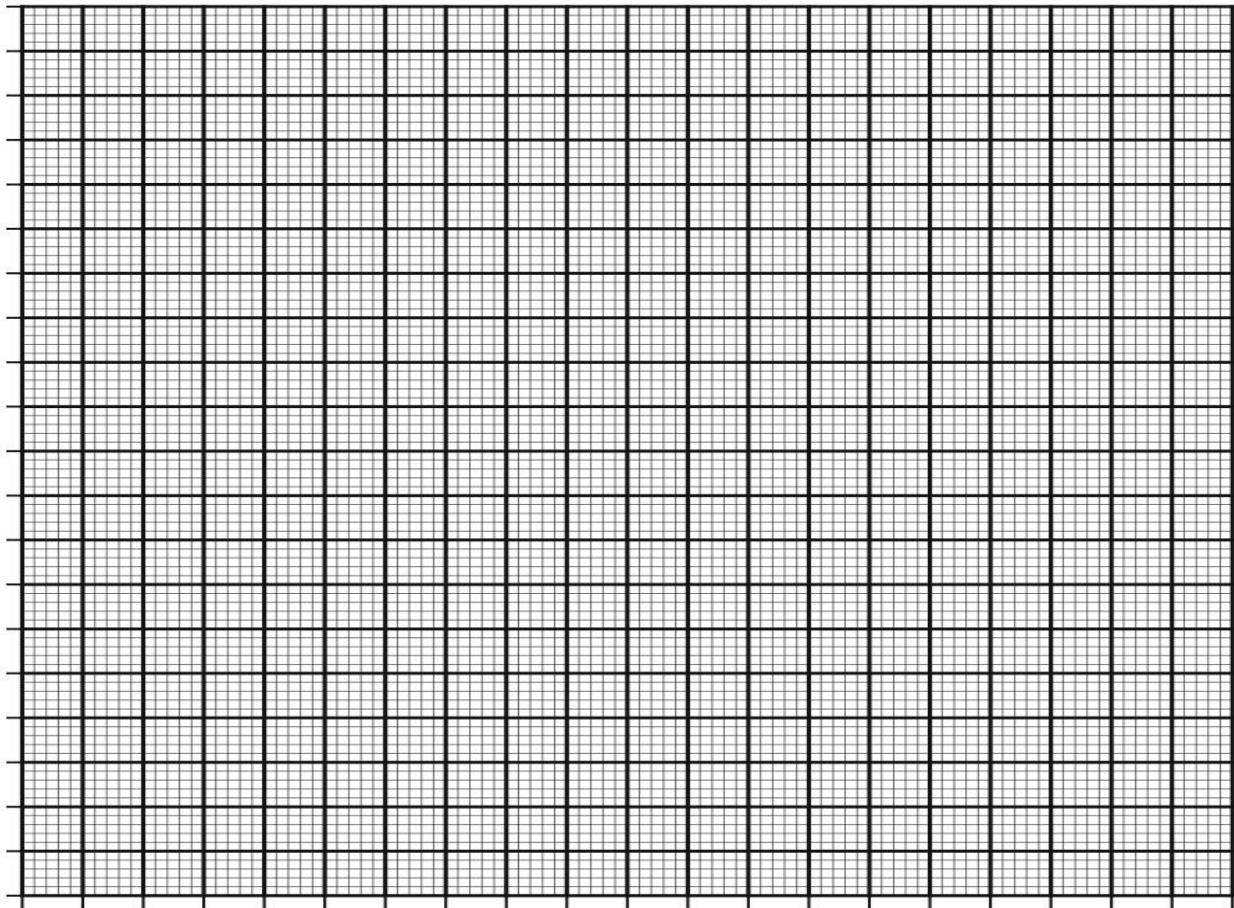
Signature of Owner or Contractor: \_\_\_\_\_  
\_\_\_\_\_

**OFFICE USE:**

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SITE PLANS  
FOR RESIDENTIAL USE**

**SKETCH THE PROPERTY AND ANY STREETS AND SHOW THE LOCATION OF ALL  
STRUCTURES TO BE LOCATED ON THE PROPERTY - SHOW ALL SETBACK AND LOT  
MEASUREMENTS.**



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**I HEREBY CERTIFY THAT ALL STATEMENTS ON THIS APPLICATION TO THE BEST OF MY KNOWLEDGE AND BELIEF ARE CORRECT.**

Owner or Representative Name (please print)

Signature

Date

*Failure to complete all the questions on this application could result in delaying the permit process or rejection of the application.*

*Flood zone information can be obtained from the City of Athens Community Development Department.*

# PLANS REVIEW

## IMPORTANT PLEASE COMPLETE QUESTIONS:

**Description of Project:** \_\_\_\_\_

Type of Project (check one) New Construction:  Renovation:  Addition:

**Project Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Project Owner:** \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Project Architect / Engineer:** \_\_\_\_\_

A/E Firm: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**SPRINKLER CONTRACTOR:** \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Construction Start (approximate date): \_\_\_\_\_ Completion Date: (estimated date): \_\_\_\_\_

Occupancy Type (as defined by the IBC): \_\_\_\_\_

Construction Type (as defined by the IBC)

CHECK ONE: **IA**  **IB**  **IIA**  **IIB**  **IIIA**  **IIIB**  **IV**  **VA**  **VB**

One Hour Protected: Yes  No  Sprinkled: Yes  No

Height: \_\_\_\_\_ Number of Stories: \_\_\_\_\_

Building Area (as defined by the IBC)

New Construction: \_\_\_\_\_

Largest Floor Sq. Ft.

Existing Construction: \_\_\_\_\_

Largest Floor Sq. Ft

Total (All Floors): \_\_\_\_\_

Sq. Ft.

Total (all floors): \_\_\_\_\_

Sq. Ft.

Existing Building Construction Type: \_\_\_\_\_

\_\_\_\_\_

*I hereby certify that, to the best of my knowledge and belief the total construction cost for this project will be:*

*Estimated Construction Cost:* \_\_\_\_\_ *Review Fees Due:* \_\_\_\_\_  
\_\_\_\_\_

Owner or Representative Name (please print)

Signature

Date

**Fees can be found under BUILDING VALUATION TABLE & REVIEW FEES, on the City of Athens web site.**

\*\*\*\*\*POST THIS CARD NEAR FRONT OF BUILDING\*\*\*\*\*

**CITY OF ATHENS  
Community Development  
Inspection Record**

JOB ADDRESS: \_\_\_\_\_

NATURE OF WORK: \_\_\_\_\_

USE OF BUILDING: \_\_\_\_\_

BLDG PERMIT #: \_\_\_\_\_

OWNER: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

**Inspector must sign all spaces pertaining to this job before next phase of construction can continue.  
Structure cannot be occupied until the following inspections have been signed off by the Inspector. This  
card must remain on the job until completed. If card is not on the job when inspection is needed,  
a STOP WORK ORDER will be issued.**

Foundation and Footers	Passed/Rejected	Date	Inspector
Setbacks:			
Footers:			
Re Bar			
Foundation Walls:			

**Pour no concrete until the above has been signed.**

Concrete Slab:	Passed/Rejected	Date	Inspector
Electrical Underground:			
Plumbing Underground:			
Site Prep:			

**Do not pour floor until the above has been signed.**

Rough In:	Passed/Rejected	Date	Inspector
Electrical:			
Plumbing:			
Mechanical:			
Framing:			

Laterals:	Passed/Rejected	Date	Inspector
Sewer:			
Water:			

Final:	Passed/Rejected	Date	Inspector
Framing:			
Electrical:			
Plumbing:			
Mechanical:			
Complete Job:			

For a copy of this completed form, contact the Building Department after final inspection.