

# CITY OF ATHENS

BUILDING DEPT.  
Athens, TN

## APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

**IMPORTANT - Applicant to complete all items.**

<b>I. LOCATION OF BUILDING</b>	AT (LOCATION) _____ (NO.) _____ (STREET) _____	ZONING DISTRICT _____
	BETWEEN _____ (CROSS STREET) _____ AND _____ (CROSS STREET) _____	
	SUBDIVISION _____ LOT _____ BLOCK _____	LOT SIZE _____

### II. TYPE AND COST OF BUILDING – All applicants complete Parts A – D

<b>A. TYPE OF IMPROVEMENT</b> 1 <input type="checkbox"/> New building 2 <input type="checkbox"/> Addition (If residential, enter number of new housing units added, if any, in Part D, 13) 3 <input type="checkbox"/> Alteration (See 2 above) 4 <input type="checkbox"/> Repair, replacement 5 <input type="checkbox"/> Wrecking (If multifamily residential, enter number of units in building in Part D, 13) 6 <input type="checkbox"/> Moving (relocation) 7 <input type="checkbox"/> Foundation only	<b>D. PROPOSED USE – For “Wrecking” most recent use</b> <table style="width:100%;"> <tr> <td style="width:50%;">           Residential            12 <input type="checkbox"/> One family            13 <input type="checkbox"/> Two or more family – Enter number of units -----&gt; _____            14 <input type="checkbox"/> Transient hotel, motel, or dormitory – Enter number of units -----&gt; _____            15 <input type="checkbox"/> Garage            16 <input type="checkbox"/> Carport            17 <input type="checkbox"/> Other – Specify _____         </td> <td style="width:50%;">           Nonresidential            18 <input type="checkbox"/> Amusement, recreational            19 <input type="checkbox"/> Church, other religious            20 <input type="checkbox"/> Industrial            21 <input type="checkbox"/> Parking garage            22 <input type="checkbox"/> Service station, repair garage            23 <input type="checkbox"/> Hospital, institutional            24 <input type="checkbox"/> Office, bank, professional            25 <input type="checkbox"/> Public utility            26 <input type="checkbox"/> School, library, other educational            27 <input type="checkbox"/> Stores, mercantile            28 <input type="checkbox"/> Tanks, towers            29 <input type="checkbox"/> Other – Specify _____         </td> </tr> </table>	Residential 12 <input type="checkbox"/> One family 13 <input type="checkbox"/> Two or more family – Enter number of units -----> _____ 14 <input type="checkbox"/> Transient hotel, motel, or dormitory – Enter number of units -----> _____ 15 <input type="checkbox"/> Garage 16 <input type="checkbox"/> Carport 17 <input type="checkbox"/> Other – Specify _____	Nonresidential 18 <input type="checkbox"/> Amusement, recreational 19 <input type="checkbox"/> Church, other religious 20 <input type="checkbox"/> Industrial 21 <input type="checkbox"/> Parking garage 22 <input type="checkbox"/> Service station, repair garage 23 <input type="checkbox"/> Hospital, institutional 24 <input type="checkbox"/> Office, bank, professional 25 <input type="checkbox"/> Public utility 26 <input type="checkbox"/> School, library, other educational 27 <input type="checkbox"/> Stores, mercantile 28 <input type="checkbox"/> Tanks, towers 29 <input type="checkbox"/> Other – Specify _____
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<b>B. OWNERSHIP</b> 8 <input type="checkbox"/> Private (individual, corporation, nonprofit institution, etc.) 9 <input type="checkbox"/> Public (Federal, State or local government)	Non-Residential Use of Building: _____ _____		

<b>C. COST</b> 10. Cost of improvement ..... \$ _____ <i>To be installed but not included in the above cost</i> a. Electrical ..... b. Plumbing ..... c. Heating, air conditioning ..... d. Other (elevator, etc) ..... 11. TOTAL COST OF IMPROVEMENT \$ _____	(Omit cents)	Plans Submitted <input type="checkbox"/> Site Plans <input type="checkbox"/> Access Control Plan <input type="checkbox"/>
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### III. SELECTED CHARACTERISTICS OF BUILDING – For new buildings and additions, complete Parts E – L; for wrecking, complete only Part J, for all others skip to IV.

<b>E. PRINCIPLE TYPE OF FRAME</b> 30 <input type="checkbox"/> Masonry (wall bearing) 31 <input type="checkbox"/> Wood frame 32 <input type="checkbox"/> Structural steel 33 <input type="checkbox"/> Reinforced concrete 34 <input type="checkbox"/> Other – Specify _____	<b>G. TYPE OF SEWAGE DISPOSAL</b> 40 <input type="checkbox"/> Public or private company 41 <input type="checkbox"/> Private (septic tank, etc.) <b>H. TYPE OF WATER SUPPLY</b> 42 <input type="checkbox"/> Public or private company 43 <input type="checkbox"/> Private (well, cistern)	<b>J. DIMENSIONS</b> 48. Number of stories ..... 49. Total square feet of floor area all floors, based on exterior dimensions ..... 50. Total land area, sq. ft. .... <b>K. NUMBER OF OFF-STREET PARKING SPACES</b> 51. Enclosed ..... 52. Outdoors ..... <b>L. RESIDENTIAL BUILDINGS ONLY</b> 53. Number of bedrooms ..... 54. Number of bathrooms { Full ..... } Partial .....
<b>F. PRINCIPLE TYPE OF HEATING FUEL</b> 35 <input type="checkbox"/> Gas 36 <input type="checkbox"/> Oil 37 <input type="checkbox"/> Electricity 38 <input type="checkbox"/> Coal 39 <input type="checkbox"/> Other – Specify _____	<b>I. TYPE OF MECHANICAL</b> Will there be central air conditioning? 44 <input type="checkbox"/> Yes    45 <input type="checkbox"/> No Will there be an elevator? 46 <input type="checkbox"/> Yes    47 <input type="checkbox"/> No	

NO. STREET



<b>IV. ZONING PLAN EXAMINERS NOTES</b>	
<b>DISTRICT</b>	
<b>USE</b>	
<b>FRONT YARD</b>	
<b>SIDE YARD</b>	<b>SIDE YARD</b>
<b>REAR YARD</b>	
<b>NOTES</b>	

<b>V. SITE OR PLOT PLAN – For Applicant Use</b>															

<b>VI. IDENTIFICATION – To be completed by all applicants</b>				
	<b>Name</b>	<b>Mailing address – Number, street, city and state</b>	<b>ZIP code</b>	<b>Tel. No.</b>
1. Owner or Leasee				
2. Building Contractor		License No.		
3. Architect or Engineer				
The owner of this building and the undersigned agree to conform to all applicable laws of this jurisdiction.				
Signature of applicant		Address		Application date

# CITY OF ATHENS, TN

## INSPECTIONS

### PERMIT REQUIREMENT CHECKLIST

The following items must be submitted along with the application to complete the permit requirements. All pertaining permit items from the checklist must be completed or your application will be rejected.

#### **COMMERCIAL AND INDUSTRIAL TYPE BUILDING PERMIT.**

1. Site plans that comply with the City of Athens site plan ordinance.
2. Construction drawings that are stamped and signed.
3. Specifications manual for the project.
4. Storm water calculations.
5. Copy of contractor's license and certificate of insurance.
6. Sprinkler plans if applicable.
7. Completed application form.

#### **RESIDENTIAL TYPE BUILDING PERMIT**

1. Completed sign off sheet from the Athens Utilities Board (included in packet).
2. Completed driveway permit and silt fence sign off sheet.
3. All applicable applications completed such as (plumbing, electrical, and mechanical).
4. Plat of the property that shows the location of the proposed structure. (must show setback for the structure).
5. Complete and correct address for the project.
6. Completed application form.
7. The property line must be marked with a visible string to verify setbacks.

#### **SIGN PERMIT**

1. Completed application form & copy of State License and certificate of insurance.
2. Stamped and signed engineered drawings also showing size and height of sign.
3. Location map which also shows all setbacks from property lines.
4. Documentation showing the sign will meet the spacing requirements. (off premise signs)

#### **ELECTRICAL, MECHANICAL, AND PLUMBING**

1. Completed application form & certificate of insurance.
2. Copy of State License if do not have City of Athens license.

# CITY OF ATHENS, TN INSPECTIONS

## ZONING DISTRICT FORM

**AS PART OF THE PERMIT PROCESS THIS FORM MUST BE COMPLETED AND RETURNED WITH THE APPLICATION BEFORE A PERMIT CAN BE ISSUED.**

Within the area below you are required to draw in the parcel of property along with the proposed structure. The drawing must show the property boundaries, the structure located on the property, and all setback dimensions from the property lines.

**Please indicate what the zoning district you are located within:** \_\_\_\_\_

# CITY OF ATHENS, TN

## INSPECTIONS

### Required Setbacks From Property Lines Per Zoning District

R-E Residential Estates Accessory building	Front yard 30 Feet   Rear Yard 20 feet   Side yards 15 feet 15 feet from the side and rear property lines. If Accessory building is smaller than 12x12 no permit is required. However, setback requirements must still be met.
R-1 Residential Accessory building	Front yard 30 feet   Rear yard 20 feet   Side yards 15 feet 15 feet from the side and rear property lines. If Accessory building is smaller than 12x12 no permit is required. However, setback requirements must still be met.
R-2 Residential Accessory building	Front yard 30 feet   Rear yard 20 feet   Side yards 15 feet 15 feet from the side and rear property lines. If Accessory building is smaller than 12x12 no permit is required. However, setback requirements must still be met.
R-3 Residential Accessory building	Front yard 30 feet   Rear yard 20 feet   Side yards 15 feet 15 feet from the side and rear property lines. If Accessory building is smaller than 12x12 no permit is required. However, setback requirements must still be met.

**Commercial and Industrial districts should check with the Building Official for setbacks.**

# ATHENS UTILITIES BOARD

**\*TO BE SIGNED BY AUB AND RETURNED WITH  
COMPLETED BUILDING PACKET\***

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
LOCATION \_\_\_\_\_ BUILDING PERMIT NO. \_\_\_\_\_  
SUBDIVISION \_\_\_\_\_ DATE ISSUED \_\_\_\_\_  
LOT NO. \_\_\_\_\_ BLOCK NO. \_\_\_\_\_ ZONE \_\_\_\_\_

- ( ) The property described above lies within a land development project under the jurisdiction of Athens Municipal Regional Planning Commission, and Athens Municipal Regional Planning Commission has approved this area for development.
- ( ) The property lies within a developed area and is not subject to regulations of Athens Municipal Regional Planning Commission.

\_\_\_\_\_, 20\_\_\_\_  
CITY OF ATHENS-AUTHORIZED REPRESENTATIVE      DATE

UTILITY SERVICE DESIRED:    ELECTRIC ( )    WATER ( )    GAS ( )    SEWER ( )

On receipt of signed application for utility service, at the office of Athens Utilities Board, service could be made available within the approximate time limits indicated below:

ELECTRIC SERVICE \_\_\_\_\_  
AUTHORIZED AGENT - AUB

WATER SERVICE \_\_\_\_\_  
AUTHORIZED AGENT - AUB

GAS SERVICE \_\_\_\_\_  
AUTHORIZED AGENT - AUB

SEWER SERVICE \_\_\_\_\_  
AUTHORIZED AGENT - AUB

FOR OOSTANAULA BASIN:  
STATE APPROVAL OF TAP PER C.O. 89-3129\*\*    \_\_\_\_\_ YES    \_\_\_\_\_ NO

REMARKS: \_\_\_\_\_

\_\_\_\_\_  
\*This is not an application for utility services, but is a part of the building permit application.

**\*\* STATE APPROVAL FOR SEWER TAP MAY TAKE UP TO 30 DAYS\*\***



# GRADING PERMIT APPLICATION

## Public Works Department – City of Athens



**Permit Fee:** Less than 5 acres = \$25; Greater than 5 acres = \$25 + \$25 for each additional acre (Based upon total disturbed acreage)

**Complete highlighted areas, print, sign, and mail application with permit fee to:** City of Athens Public Works Department, 815 N. Jackson St., Athens, TN 37303 or deliver to Public Works at 219 Alford St.

All work approved under this permit shall be completed in compliance with the provisions of Section 4.15 of the City of Athens Municipal Zoning Ordinance, the Stormwater Management Policy found in Title 14, Chapter 5 of the Municipal Code, the Grading Permit Policy and any applicable Federal, State, or Local rules, Procedures, or Ordinances.

**Application Date:** \_\_\_\_\_

**Project Address/Location:** \_\_\_\_\_

**Property Owner Name:** \_\_\_\_\_

**Owner Address:** \_\_\_\_\_

**Owner Telephone:** \_\_\_\_\_

**Owner Email:** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

**Contractor Address:** \_\_\_\_\_

**Contractor Telephone:** \_\_\_\_\_

**Contractor Email:** \_\_\_\_\_

**On Site Contact:** \_\_\_\_\_

**On Site Telephone:** \_\_\_\_\_

**Erosion & Sedimentation Control Responsible Party:** \_\_\_\_\_

**Total Project Area (acres/linear feet)** \_\_\_\_\_

**Area to be Disturbed (acres/linear feet)** \_\_\_\_\_

**Schedule of Work (start & expected completion dates)** \_\_\_\_\_

**to** \_\_\_\_\_

- 1) I agree that I will comply with all ordinances, laws, and City policies regulating grading, land disturbance, erosion/sedimentation control, and stormwater management.
- 2) I agree to allow access to said activities for inspection by City of Athens personnel.
- 3) All erosion/sedimentation control measures will be installed before land disturbance activities begin and will be properly maintained throughout the grading/land disturbing activities. I further agree to add any additional erosion/sedimentation control measures as requested by the City of Athens.
- 4) I agree that I will be responsible for any damage to any utilities, public right-of-way and City streets caused by this work.
- 5) I agree to contact the Athens Utilities Board in order to make arrangements for utility service to this site.

**Signature of Applicant**

**or Responsible Party:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Received By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Fee:** \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

# RESIDENTIAL DRIVEWAY PERMIT APPLICATION

## Driveway Guidelines

- Width of Residential Driveways shall be a minimum of ten (10) feet to a maximum of twenty (20) feet.
- Shall be limited to one (1) driveway entrance per one hundred (100) feet of street frontage.
- Shall be perpendicular to the street centerline whenever possible.
- When drainage pipes are required, the Public Works Department must approve the pipe size and material composition. The property owner is responsible for purchasing the pipe and the owner may either request the City or hire a contractor to install the pipe.
- Must match existing street, curb, and gutter grades - no concrete or asphalt material is to extend beyond the curb line.
- All sediment and erosion control measures must be installed prior to permit approval, including silt fencing and construction entrance.



**PUBLIC WORKS  
DEPARTMENT**

## Property Owner information

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

## Construction Information

Driveway Location/Address: \_\_\_\_\_  
Contractor Name: \_\_\_\_\_  
Contractor Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Telephone Number: \_\_\_\_\_  
Contact Email Address: \_\_\_\_\_  
Estimated Start Date: \_\_\_\_\_  
Estimated Completion Date: \_\_\_\_\_

## Site Maintenance

- The silt fence and graveled driveway must be maintained during construction as to prevent mud from entering the street and storm water system.
- If site is not cleaned and maintained properly so as to keep the street clean and free of debris, the City of Athens will clean the street and charge a street cleaning fee. The minimum charge for the Public Works Department to clean the street around your construction site will be THREE HUNDRED (\$300) DOLLARS.

## Permit Information

- This form must be completed before a permit can be issued.
- For a permit to be valid, this form must be signed by the Director of Public Works or their designee.

Signature of Applicant  
or Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

**Before signing application be sure to provide a drawing as described on back of form.**

## FOR PUBLIC WORKS DEPARTMENT USE ONLY.

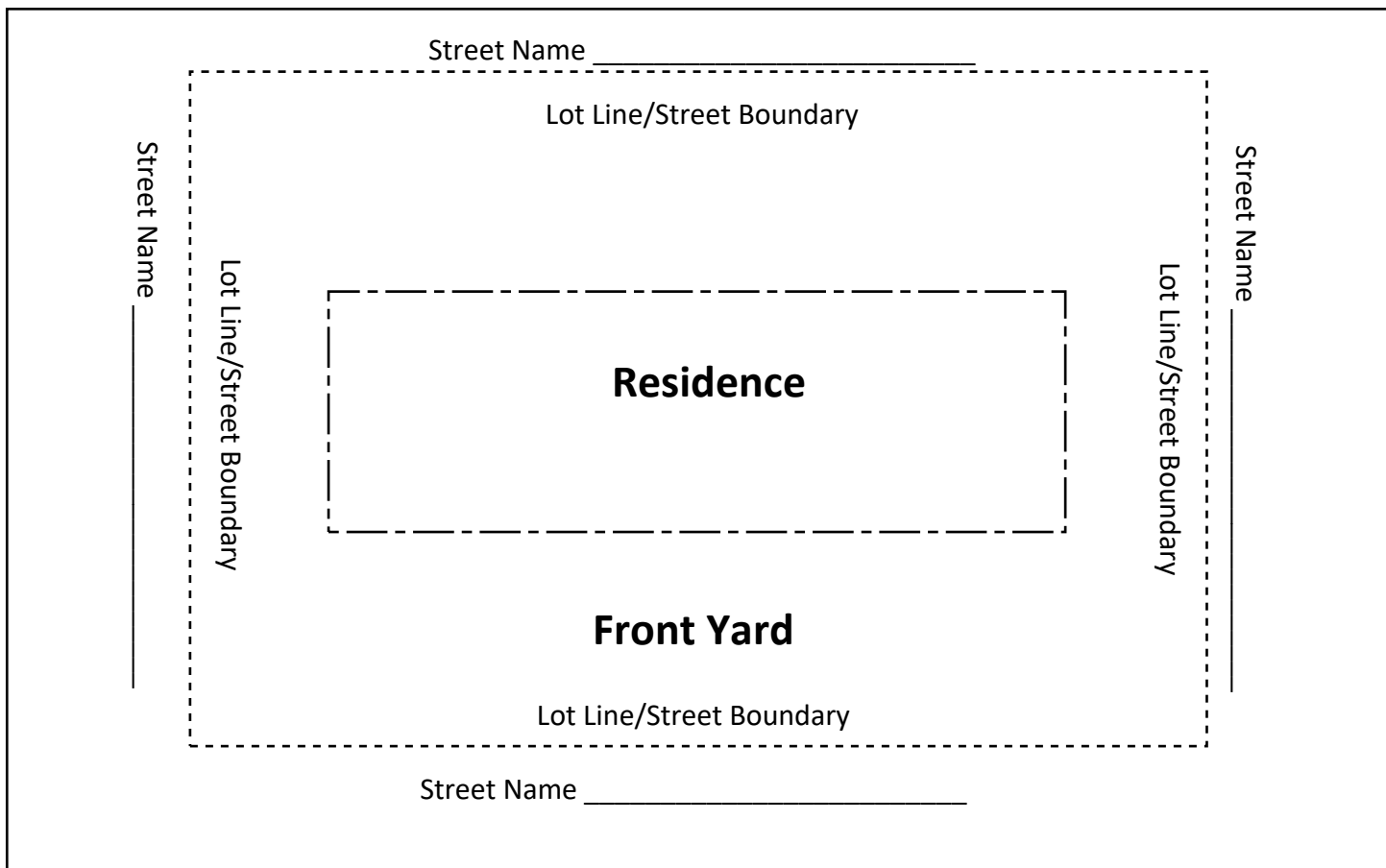
Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Installation Fee: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_ Approved: \_\_\_\_\_

Silt Fence Installed Correctly	Yes	No	Driveway permit Issued	Yes	No	
Driveway Installed and Graveled	Yes	No	Fees Paid	N/A	Yes	No



# RESIDENTIAL DRIVEWAY SITE SKETCH



**House Number** \_\_\_\_\_

## **INSTRUCTIONS:**

- Sketch driveway location showing driveway width and distance to each lot line.
- Show ditches and/or curbing.
- Show construction entrance with appropriate dimensions, including length.
- Show location of silt fencing.
- Add lot dimensions for all four sides.
- Add house number.
- Add street name for all lot line adjoining a street. Leave blank in lot line doesn't adjoin a street.

## **Driveway Guidelines:**

- Width of Residential Driveways shall be a minimum of ten (10) feet to a maximum of twenty (20) feet.
- Shall be limited to one (1) driveway entrance per one hundred (100) feet of street frontage.
- Shall be perpendicular to the street centerline whenever possible.
- When drainage pipes are required, the Public Works Department must approve the pipe size and material composition. The property owner is responsible for purchasing the pipe and the owner may either request the City or hire a contractor to install the pipe.
- Must match existing street, curb, and gutter grades - no concrete or asphalt material is to extend beyond the curb line.
- All sediment and erosion control measures must be installed prior to permit approval, including silt fencing and construction entrance.

# RESIDENTIAL DRIVEWAY PERMIT

## PRE-APPLICATION

The Permittee for residential construction is responsible for ensuring that construction activities adhere to the following and agree to implement the following erosion and sediment control best management practices prior to obtaining a driveway permit and prior to receiving a building permit. Failure to use and maintain proper erosion control measures so as to keep the street clean and free of debris, could result in the City of Athens Public Works Department cleaning the street around your construction site and levying a cleaning fee. The minimum fee for this service will be THREE HUNDRED (\$300) DOLLARS.

### **Erosion and Sedimentation Control**

Developers and/or property owners shall use appropriate erosion and sedimentation control measures to ensure that erosion, or adverse conditions caused by erosion or sedimentation, is eliminated or held to an acceptable minimum and does not cross to an adjoining property, right-of-way, street, or stream.

All control measures will be approved in the field by the appropriate city staff, typically the Public Works Director, or their designee, and maintained by the developer.

### **Control Measures**

The following control measures should be used as a minimum for erosion control:

- The smallest practical area of land should be exposed at any one time during development. Mulching or other protective measures should be used to protect exposed areas.
- Areas that will be exposed for more than three (3) months shall be seeded and mulched or landscaped.
- Temporary furrows, terraces, sediment, or debris basins should be installed to prevent washing and erosion during construction.
- In areas where soil may wash onto the roadway or into a drainage basin, the developer will be required to install and maintain a silt fence, hay bales, or both.
- Final vegetation should be installed as soon as practical in the development after the land is exposed.
- A gravel construction entrance shall be constructed prior to any site work. The owner or his/her contractor throughout the construction process will maintain this construction entrance. Entrance will be a minimum of thirty (30) feet long, but may need to be longer.
- Sediment washed onto roadways or into drainage ditches or basins, and soil tracked onto roadway by construction equipment/vehicles or daily ingress and egress onto the site shall be removed at the end of each working day by the contractor, developer, or property owner.
- By signing the driveway permit application you agree to follow the sediment and erosion control minimum measures listed above and to remove any silt, rock, debris, mud, or dirt from the road, or storm water facilities each day prior to leaving the jobsite and agree to a fee of Three Hundred (\$300) Dollars per occurrence if you fail to do so and the Public Works Department has to clean the street around the jobsite.

# CITY OF ATHENS BUILDING DEPARTMENT

## PLUMBING PERMIT APPLICATION

ALL FIXTURE TRAP SIZES MUST BE COMPLETED OR INDIVIDUAL  
FIXTURE QUANTITIES MUST BE COMPLETED BEFORE A PERMIT  
CAN BE OBTAINED.

Contractor Name: \_\_\_\_\_  
Contact on the Job: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Licenses number (state or local) \_\_\_\_\_  
Certificate of Insurance Submitted: \_\_\_\_\_  
Contract Amount for Project: \_\_\_\_\_  
Plans Review Completed: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Type of Project: Residential [ ] Commercial [ ] Industrial [ ]

Please indicate the number of fixture trap sizes or individual fixtures with no trap below:

- |                                   |       |                  |       |
|-----------------------------------|-------|------------------|-------|
| • 1 ½ -1 1\4 fixture trap         | _____ | @ \$ 2.00 ea. =  | _____ |
| • 2 fixture trap                  | _____ | @ \$ 3.00 ea. =  | _____ |
| • 3 fixture trap                  | _____ | @ \$ 3.00 ea. =  | _____ |
| • 4 fixture trap                  | _____ | @ \$ 3.50 ea. =  | _____ |
| • Backflow preventers             | _____ | @ \$ 15.00 ea. = | _____ |
| • Grease Traps                    | _____ | @ \$ 15.00 ea. = | _____ |
| • Oil Separators                  | _____ | @ \$ 15.00 ea. = | _____ |
| • Water Heater Replacement        | _____ | @ \$ 15.00 ea. = | _____ |
| • Interior Water line Rough in    | _____ | @ \$ 15.00 ea. = | _____ |
| • Exterior Water line Replacement | _____ | @ \$ 15.00 ea. = | _____ |
| • Exterior Sewer Line Replacement | _____ | @ \$ 15.00 ea. = | _____ |
| • Underground Storm Sewer         | _____ | @ \$ 15.00 ea. = | _____ |
| • Under Slab Rough In             | _____ | @ \$ 15.00 ea. = | _____ |
| • New Construction                | _____ | @ \$ 10.00 ea. = | _____ |
| • Total                           | _____ |                  | _____ |

CITY OF ATHENS  
BUILDING DEPARTMENT

ELECTRICAL PERMIT APPLICATION

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

DATE: \_\_\_\_\_

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

STATE LICENSE NO: \_\_\_\_\_

\_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

JOB LOCATION: \_\_\_\_\_

SIZE OF SERVICE: \_\_\_\_\_

IS THIS JOB:  NEW CONSTRUCTION  
 SERVICE UPGRADE  
 ADDITION OF CIRCUITS  
 POOL CONNECTION  
 SIGN CONNECTION  
 MANUFACTURED HOME  
 OTHER

TYPE OF SERVICE:  OVERHEAD  
 UNDERGROUND  
 METER BASE  
 C.T. CABINET

TYPE OF WIRING METHOD:  N M CABLE  
 MC OR AC CABLE  
 EMT

FIRE WALL PENETRATIONS: \_\_\_\_\_

ROUGH-IN INSPECTIONS NEEDED: \_\_\_\_\_

VALUE OF PROJECT: \_\_\_\_\_

DESCRIBE SCOPE OF WORK: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE: ALL COMMERCIAL BUILDINGS MUST BE WIRED IN CONDUIT.  
PVC CONDUIT NOT ALLOWED IN COMMERCIAL BUILDINGS.**



