

CITY OF ATHENS

BUILDING DEPT.
Athens, TN

APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

IMPORTANT - Applicant to complete all items.

I. LOCATION OF BUILDING	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

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

C. COST 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 ☐ Site Plans ☐ Access Control Plan ☐ _____ _____ _____
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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.

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

NO. STREET

IV. ZONING PLAN EXAMINERS NOTES	
DISTRICT	
USE	
FRONT YARD	
SIDE YARD	SIDE YARD
REAR YARD	
NOTES	

V. SITE OR PLOT PLAN – For Applicant Use

The form contains a large grid of graph paper, consisting of 20 columns and 10 rows of squares, intended for the applicant to draw a site or plot plan.

VI. IDENTIFICATION – <i>To be completed by all applicants</i>				
Name		Mailing address – <i>Number, street, city and state</i>	ZIP code	Tel. No.
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

APPLICANT MUST SUBMIT TO AUB

LOCATION _____ OWNER NAME _____
PHONE NUMBER _____ EMAIL _____

- () 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

Street Name _____

Lot Line/Street Boundary

Street Name _____

Lot Line/Street Boundary

Street Name _____

Lot Line/Street Boundary

Street Name _____

Lot Line/Street Boundary

Residence

Front Yard

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 1¼ 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.**

CITY OF ATHENS BUILDING DEPARTMENT

MECHANICAL PERMIT APPLICATION

CONTRACTOR: _____ DATE: _____
ADDRESS: _____ STATE LICENSE NO: _____
PHONE: _____ EXPIRATION DATE: _____

JOB LOCATION: _____

IS THIS JOB: ☐ NEW
☐ REPLACEMENT

SIZE OF UNIT:
BTU'S OR KW'S HEAT:

DUCT SIZE: SUPPLY _____ NO. OF TAKEOFFS: _____
RETURN _____ TYPE OF DUCT: _____

CONDENSATION PAN: _____ FIRE DAMPERS: _____
ELECTRICAL REQUIREMENTS: _____ DUCT DETECTORS: _____
FIRE WALL PENETRATIONS: _____

VALUE OF PROJECT: _____

DESCRIBE SCOPE OF WORK: _____

