



CITY OF MARTIN APPLICATION COMMERCIAL BUILDING PERMIT

_____ Date _____ Permit Number _____ Building Zone _____

Job Address: _____

Tax Map and Parcel Number: _____

Owner Name/Address: _____ Phone: _____

Contractor Name/Address: _____ TN. Contractor License # _____

Information: Size of lot _____ Corner lot: yes _____ No _____
Distance from property line: Side yard: _____ Side yard: _____
Rear yard: _____ Front Yard: _____

_____ New _____ Addition _____ Alteration _____ Repair _____ Move _____ Remove _____

Square footage of structure: _____ Number of Drain Openings: _____

Describe Work: _____

PROJECT TOTAL COST: \$ _____

BEFORE A BUILDING PERMIT CAN BE ISSUED THE PROPERTY OWNER MUST INCLUDE:

A scale plan and diagram with details of footing and foundation of the proposed construction, size, type, and grade of lumber to be used, and location of water, sewer, and gas lines which might be on the site. The information given by me on this application is correct, to the best of my knowledge. **Please allow ten days for the process of this permit.** As required by *Tennessee Code Annotated*, Title 13, Section 211, a copy of Workman's Compensation Insurance or a statement of exemption must be attached to the building permit application.

Signature of Applicant

Date

<u>Date</u>	<u>Permit Number</u>	<u>Building Zone</u>
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PERMIT COSTS:

Change of occupation only (no structural work)	\$ <u>No Charge</u>
Replacement of damaged property	\$ <u>No Charge</u>
Under \$250.00	\$ <u>No Charge</u>
Minimum Fee (First \$1,000.00)	\$ <u>10.00</u>
Plus \$1.00 per _____ additional thousand dollars	\$ _____
Minimum Drain Opening Fee (First drain openings)	\$ <u>5.00</u>
Plus \$1.00 per _____ additional drain openings	\$ _____
Plus Commercial Contractor Inspection Fee	\$ <u>300.00</u>
Plus Sign Permit Fee	\$ <u>25.00</u>
Plus \$1.00 per _____ additional thousand dollar	\$ _____

TOTAL PERMIT COSTS \$ _____

REFERRED TO:

BOARD OF ZONING APPEALS: Approved _____ Not Approved _____ Date _____

PLANNING COMMISSION: Approved _____ Not Approved _____ Date _____

PERMIT STATUS:

APPROVED: _____ **Date** _____

NOT APPROVED: _____ **Date** _____

INSPECTIONS:

Site: _____ **Footing:** _____ **Sewer:** _____ **Framing:** _____

Plumbing: _____ **Mechanical:** _____

FINAL INSPECTION: _____

COMMENTS OR CONDITIONS:

PLANS CHECKLIST TO ACCOMPANY DRAWINGS

This checklist is provided as a basic guide to the information required with your application for a building permit. It is not all encompassing; therefore, more information may be required for final determination.

1. Is the construction: One-story _____ Two-story _____ Basement _____
Garage _____ Storage Building _____?
2. Footing size: _____ inches wide X _____ inches deep (Note: Bottom of footing must be at least 12 inches below grade)
3. Footing reinforcement size: # _____ steel rod/rods.
4. Concrete Mix: _____ psf at 28 days Fiber Admixture: Yes / No
5. Foundation:

Type	Size	Type	Size
_____ Concrete Hollow Block	_____	_____ Brick Masonry	_____
_____ Concrete Solid Block	_____	_____ Concrete Slab (Thickness)	_____
_____ Specify Other _____			
6. Will Spot Piers be used? Yes / No
If so, External Piers _____, Height _____ inches, Spacing _____ inches.
Internal Piers _____, Height _____ inches, Spacing _____ inches.
7. Will a Mud Sill be used? Yes / No Size: _____ Pressure treated: Yes / No
8. Will a Waterproof Barrier be used? Yes / No What type? _____
9. Floor Joists:

Span	Span	Span
_____	_____	_____
Size _____	Size _____	Size _____
Type of Lumber _____	Type _____	Type _____
Grade _____	Grade _____	Grade _____
Spacing O. C. _____	O.C. _____	O.C. _____
10. Sub-Flooring: _____
11. Indicate on drawing all door and window sizes and locations.
12. If a garage, is it attached _____ or detached _____?
13. Indicate headers to be used. (Span, Size, Type and Grade of Lumber)

14. Wall Framing – indicate height, size, type and grade lumber, and spacing:

15. Interior Wall Covering: _____
Exterior Wall Covering: _____

16. Ceiling Joists: Span _____	Span _____	Span _____
Size _____	Size _____	Size _____
Type of Lumber _____	Type _____	Type _____
Grade _____	Grade _____	Grade _____
Spacing O. C. _____	O.C. _____	O.C. _____
Trough size _____	Trough _____	Trough _____

17. Ceiling Covering: _____

18. Will designed trusses be used: Yes / No

19. Rafters: Span _____	Span _____	Span _____
Size _____	Size _____	Size _____
Type of Lumber _____	Type _____	Type _____
Grade _____	Grade _____	Grade _____
Spacing O. C. _____	O.C. _____	O.C. _____
Trough size _____	Trough _____	Trough _____

20. Roof Covering Materials:

21. Will a fireplace of some sort be installed? Yes / No If so, what type?

22. Other Information that can be provided:

**STATE OF TENNESSEE
COUNTY OF WEAKLEY**

AFFIDAVIT OF EXEMPTION

RE: Application for Building Permit from City of Martin

Applicant: _____

Date of application: _____

The undersigned applicant or authorized representative of the applicant, being duly sworn according to law, states that the applicant is not required by Title 50, Chapter 6, of *Tennessee Code Annotated*, to obtain Workers' Compensation insurance coverage.

BY: _____

TITLE: _____

Subscribed and sworn to before me, this _____ day of _____, _____

Notary Public

My Commission expires:

BEFORE SIGNING THIS STATEMENT: IF YOU DO NOT UNDERSTAND YOUR RIGHTS AND OBLIGATIONS UNDER THE TENNESSEE WORKER'S COMPENSATION ACT, YOU SHOULD, CONTACT THE TENNESSEE DEPARTMENT OF LABOR, WORKERS' COMPENSATION DIVISION, NASHVILLE, TENNESSEE. TELEPHONE (615) 741-2395.

INFORMATION ABOUT YOUR BUILDING PERMIT AND APPLICATION

1. Please return completed building application to Martin City Hall, 109 University Street, or return to info@cityofmartin.net.
2. Processing of your application normally takes only a couple of days but could take up to ten (10) days to complete for the extensive projects.
3. Building Permits are not transferable.

4. Building Permits are valid for six (6) months until the start of construction. If construction starts within that time frame, the permit will be valid for up to twelve (12) months from the construction start date. Excavation and site preparation is not considered part of construction and, therefore, may be done without a Building Permit.
5. Two copies of plans and specifications are required with your application. One copy will be returned to you upon approval with a stamp indicating the plans have been reviewed for compliance with the City's Zoning and Building Code Ordinances. The other copy will be kept on file in the Building Inspector's office for audit/reference purposes. A copy of approved plans and specifications must be at the construction site whenever work is in progress.
6. The plans and specifications you submit provide very important information. They should be drawn to some scale and show sufficient clarity and detail to determine what you want to build. Window and door sizes, joist, rafter, and header spans, size, type, and grade of lumber to be used, setbacks from property lines (front, side, and rear), footing size and depth, and locations of spot piers (if used) are all needed to determine structural integrity. All this information is needed to ensure a safe structure for occupancy and use by the owner and/or tenant and emergency personnel. As an example, windows must be large enough and low enough in case of fire to allow a fireman wearing a breathing apparatus to get in and out.
7. Other items that should be included in the plans are locations of water, sewer, gas, electric, telephone, and cable lines to avoid placing the structure over them. Costly repairs can be avoided by not building over these lines.
8. Once you have your Building Permit there are some required inspections that must be performed. These are:
 - a. Site. This includes checking the required setbacks from property lines and looking for possible drainage problems.
 - b. Footing. Required to be done when your footing is ready for, but before the placement of concrete to ensure the footing (the bottom of it, really) is below the frost line. It must be below the frost line or twelve (12) inches deep, whichever is greater, to avoid freezing and possibly moving. Please request this inspection by calling the Building Official at 587-3126 or Public Works 587-4910.
 - c. Framing. Done to ensure spans are not exceeded with certain sizes, types, and grades of lumber. Proper bracing, nailing and placement of lumber (joists, girders, beams, etc.) will be checked. This is done to try to avoid having "soft spots" and unnecessary sagging thus ensuring sturdy construction.
 - d. Plumbing/Sewer (if required). Checks for adequate drainage and venting. Drains, traps, and vents, in addition to all other plumbing lines, are looked at. Connections to sewer lines will also be inspected. As a reminder, sewer lines must have a cleanout within five (5) feet off the structure and a cleanout placed at the tap connection (unless going directly into a manhole). Please request these inspections prior to covering the lines and attachments. They can and, in most cases, are done separately.
 - e. Final. A final inspection is performed to provide an overall check of the structure's condition. For example, drainage if completed and items dealing with safety, such as steps.
9. A Certificate of Construction Completion will be issued upon request when all noted defects are corrected.
10. Please keep in mind that the City's interest is ensuring that you, the owner, have a safe structure to live in and/or use. And a safe structure for people to enter and exit in case of emergency.
11. As in everything you do, please be safety conscious in the construction of your building.
12. **FOR REQUIRED INSPECTIONS YOU MUST CONTACT, MR. JIM PILLOW, at jimpillow@cityofmilantn.com or 731.487.0016. PLEASE ALLOW 48 HOUR NOTICE OF REQUESTED INSPECTIONS.**