

**CITY OF MARTIN APPLICATION FOR BUILDING PERMIT**  
**Mike Brundige, Building Inspector**

\_\_\_\_\_

Date	Permit Number	Building Zone
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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
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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

Date	Permit Number	Building Zone
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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	\$ _____ .
<b>TOTAL PERMIT COSTS</b>	\$ _____ .

**REFERRED TO:**

**BOARD OF ZONING APPEALS:** Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date \_\_\_\_\_

**PLANNING COMMISSION:** Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date \_\_\_\_\_

**PERMIT STATUS:**

**APPROVED:** \_\_\_\_\_ Date \_\_\_\_\_  
Mike Brundige, Building Inspector

**NOT APPROVED:** \_\_\_\_\_ Date \_\_\_\_\_  
Mike Brundige, Building Inspector

**INSPECTIONS:**

Site: \_\_\_\_\_ Footing: \_\_\_\_\_ Sewer: \_\_\_\_\_ Framing: \_\_\_\_\_

**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. \_\_\_\_\_
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. 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.
2. Building Permits are not transferable.
3. 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.
4. 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.
5. 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 have to be large enough and low enough in case of fire to allow a fireman wearing a breathing apparatus to get in and out.
6. 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.
7. Once you have your Building Permit there are some required inspections that have to 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 has to 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..
8. A Certificate of Construction Completion will be issued upon request when all noted defects are corrected.
9. 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.
10. As in everything you do, please be safety conscious in the construction of your building.  
**FOR ANY QUESTIONS YOU MAY HAVE, PLEASE CONTACT THE BUILDING OFFICIAL AT 587-3126 OR PUBLIC WORKS AT 587-4910.**