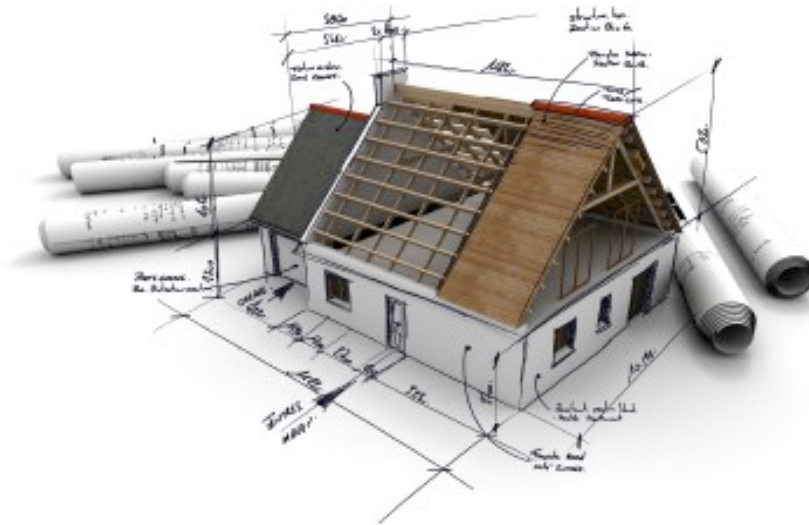


Your Guide To Building a New Home (Residential)



Serving Rural, Roane County, Tn.
And
(Cities of Kingston, Harriman and Oliver Springs)
roanecountyttn.gov

County Executive: Ron Woody
Building Official: Glen Cofer

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Top 25

Frequently Ask Questions

1. When do I need a residential building permit?

2018 IRC Section R105.1 Required. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any gas, mechanical or plumbing systems, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the *building official* and obtain the required *permit*.

2. Do I need a set of plans?

Yes, if structure is over 2500 sq. ft.

3. Do I need a building permit for a mobile home, manufactured home or modular home?

Yes, refer to “When do I need a residential building permit” question number 1.

4. Why do I need a building permit?

In a word *Safety* – your safety, and that of your family, visitors, guest and future property owners

5. Where do I apply for a building permit?

Apply in person, at the Department of Building and Codes, 308 North 3rd Street Kingston, TN. 37763 during the regular office hours between 8:30 am and 4:00 pm Monday-Friday.

6. How long does the permitting process take?

Depending on the permit being pulled and high office volume permits can take between 20 minutes or 2 hours to complete. For a speedy process please try to have all applications complete, accurate, and code-compliant upon arrival.

7. What is my property zoned?

To determine your zone, we will need the physical address and/or map, group and parcel for the property in question.

8. What types of payments are accepted?

Check, cash or money order. Sorry, we do not accept debit or credit at this time.

9. What time will my inspection be?

Your inspection will be set up the day after it’s called in.

10. What time should I call to request an inspection?

Regular office hours are between 8:30 am and 4:00 pm Monday-Friday.

11. When can I speak with an inspector?

Between 8:30 am and 9:00 am Monday-Friday being best time, or leave a message and someone will return your call.

12. Do I need a permit for Agricultural Structures?

Yes, but if you meet the following guidelines your fees and inspections are exempt.

Buildings that are exempt from permitting fees and building codes:

1. Located on a single parcel of property of more than 15 acres with Tennessee Sales and Use Tax exemption certificate;
 - a. If less than 15 acres:
 - i. Shall provide Tennessee Sales and Use Tax exemption certificate
 - ii. And proof of what farm product is being commercially produced
2. Is used in the commercial production of farm products and/or nursery stock;
3. And, more than 50% of the floor space is used in the commercial production of farm products and/or nursery stock;

13. What is the penalty for failing to obtain the proper permit?

Where construction of any work for which a permit is required or commenced before a permit is issued; the permit fees shall be *doubled*.

14. How long is a building permit valid?

R105.5 Expiration. Every *permit* issued shall become invalid unless the work authorized by such permit is commenced within **180 days** after its issuance, or if the work authorized by such *permit* is suspended or abandoned for a period of 180 days after the time is commenced. The *building official* is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

15. Am I required to obtain a permit to build a fence?

Yes, if over seven feet (7) tall in height.

16. Am I required to obtain a permit for a swimming pool?

Yes, all swimming pools, hot tubs and spas that contain over twenty-four inches (24) of water is required to obtain a building permit.

17. Do I need a permit for a storage building?

Yes – if that storage building is over two hundred (200) sq. ft. A permit is required even if you purchase the building from a lot and the structure is not on a permanent foundation. All accessory structures require a site plan showing all detached structures on the property, the location of septic tank and lines, utility lines, house and property lines.

It is recommended that you consult your subdivision covenants or deed restrictions, which may address the location and exterior finish of detached structures allowed within your particular subdivision. Roane County does not enforce subdivision covenants.

18. How do I know if I'm dealing with a reputable contractor?

- Number one – are they licensed? Tennessee law requires that a general contractor or home improvement contractor be licensed if value of project is over \$25,000. Ask to see proof!
- Do they have insurance? In most cases, State law requires that they carry workers compensation insurance. Ask to see a Certificate of Insurance.
- Ask to see some identification. Be sure you know the correct name of the individual you are dealing with his/her address, and telephone number(s).
- Ask for at least two references – and check them out!

- Make sure all agreements are in writing! Be sure to reduce all change orders, or contract amendments to writing.
- Make absolutely sure they obtain the required permits and they can call for and pass the required codes inspections! Make sure the building permit is conspicuously posted before the work begins, and be sure you are furnished with a Certificate of Occupancy and or a Certificate of Completion issued by the Codes Department, before making final payment of the contract amount.

19. Where can I buy a code book?

First, determine “which” code book or books. Be sure to note the correct “edition” that applies to your building project. Roane County is under the **2018 IRC and IBC**. You can purchase a code book directly from ICC www.iccsafe.org. Copies of the currently adopted codes can be viewed (free of charge) at the office of Building Codes or some of your local book stores.

20. Where can I get an electrical permit? See page 21.

Check with your local providers.

21. How Can I apply for a septic permit?

This is a State of Tennessee Service. Applications **only** provided online at <https://tdec.tn.gov/septic> for further assistance, please call the Knoxville Field Office at 865-594-6035.

Statewide: 1-888-891-8332 or visit: <http://tn.gov/environment>.

22. How do I obtain septic records?

Most Septic Records are available online at <https://tedec.tn.gov/filesearch> or by request at: septicssystem.files@tn.gov.

23. Do I need a driveway permit?

Yes, call Roane County Highway Department, 3070 Roane State Hwy Harriman TN. Office: 865-882-9782.

24. Do I need a burn permit?

Possibly, contact the Tennessee Department of Forestry Roane County Division at 865-354-1054 or go to www.burnsaftn.org.

25. How do I get an E-911 address?

Contact the E-911 office located at 330 Cardiff Valley Road, Rockwood, TN 37854. Office: 865-354-0704

Building a New Home (Residential) Packet

Included in this packet you will find all the information needed to build your new home. Please contact us at any time with any concerns or questions you may have.

Your new home requires permits and inspections in order to ensure that it is safe for your enjoyment. We encourage you to visit us online at www.roanecountytn.gov.

Note: Roane County requires you to have a Septic Permit which will include your obtaining an **E-911 address** and a **driveway permit** before applying for a Building Permit.

Permits Required

Your new home will require a variety of permits to ensure that it is safe and up to code, including a Septic Permit or Sewer Hookup, Building Permit, Plumbing Permit, and a Mechanical Permit. Please gather the construction documentation specified below and submit an **owner/contractor affidavit** and a **building permit application** (Please note that contractors must be licensed by the State of Tennessee). For an **electrical permit** check with your utility provider (list provided on page 21). You will need to contact the **Tennessee Department of Conservation** for septic (see page 12).



Permit Process

Many factors affect the speed with which your application(s) are approved. For best results, it is critical that you carefully review your application and design documents prior to submission to ensure that all necessary documents are included and that the design is compliant with county code. Normally, permits can be issued within 1 business day if the applications are complete, accurate, and code-compliant.

Construction Document Requirements

Submitted documents must contain sufficient information for the plan reviewer to be able to review the proposed construction.

Site Plan:

- Location of property lines.
- Location of all structures. (existing and new)
- Show distant from property lines of all new structures.
- Location of septic tank, field lines or sewer system.
- Location of all utilities lines.
- Location of driveway.
- Size of property (sq. ft. or acres) and size of new structure.

Residential homes over 2,500 sq. ft. requires 1 set of plans

- Foundation
- Floor plan for each level with all rooms labeled with the proposed use and structural details
- Elevations (front, rear and sides)

Other required Documentation:

- A current IECC Compliance Sheet must be submitted with permit application
- Homeowner's Affirmation (only if you own the property, will be the general contractor, and will reside in the dwelling)
- Contractor's License Number, Insurance & Workers Comp. (for construction/placement of new dwelling by a licensed contractor)

Inspections

Your new home will require a series of inspections throughout the building process. At a minimum, your project will require the following:

Building Inspection

- Footing
- Foundation/Slab
- Framing/Plumbing
- Insulation/Mechanical
- Final

Plumbing Inspections

- In Slab (prior to pouring concrete)
- Rough-in
- Final

Electrical Inspections

- Sorry, **Electrical** services are not provided by our office. Please contact your local utility provider (list provided on page 21).

Scheduling an Inspection

For scheduling please call our office: Roane County Building Codes at 865-717-4230 between the hours of 8:30-am and 4:00-pm for next day inspections.

Fees

Fees are based on the total cost of finished construction.

***Sorry, we are unable to accept credit/debit at this time.
ONLY, Checks, Cash or Money Orders are accepted.***

Step 1

911 Address

E-911 address can be obtained by calling (865)-354-0704
(If Applicable)



Step 2

Driveway Permit

Please contact the Roane County Highway Dept.

Office: (865)-882-9782

Fax: (865)-882-9784

(If Applicable)



Driveway site must be marked with painted stakes, tape, or a material easy to see.

3070 Roane State Highway

Harriman, TN. 37748

Phone: [865-882-9782](tel:865-882-9782)

Fax: [865-882-9784](tel:865-882-9784)

Building Permit # _____

DRIVEWAY PERMIT

DATE _____

NAME _____

ADDRESS OF DRIVEWAY SITE

Phone Number _____

Name and distance of nearest _____

Road or Intersection _____

Size tile required min. 15" _____

All driveways leading into county roads must be at least as high in elevation as county road for a distance of 20 ft.

APPROVED: YES _____ NO _____

X _____

APPLICANTS SIGNATURE

X _____

ROAD SUPERINTENDENT

This permit only serves as a recommendation for drainage tile placement and is not a guarantee of proper water flow. Roane County Highway Department will be held harmless from any damage resulting from altered water flow.

EXAMPLE

Step 3

Septic/Sewer

(if applicable)

This is a State of Tennessee Service. Applications only provided online.

Notice To Public *Septic Customers:*

County septic files are no longer located at this office.

For access to septic records or other septic services, please contact the **Knoxville Region Septic Information Line** at **865-594-0981**.

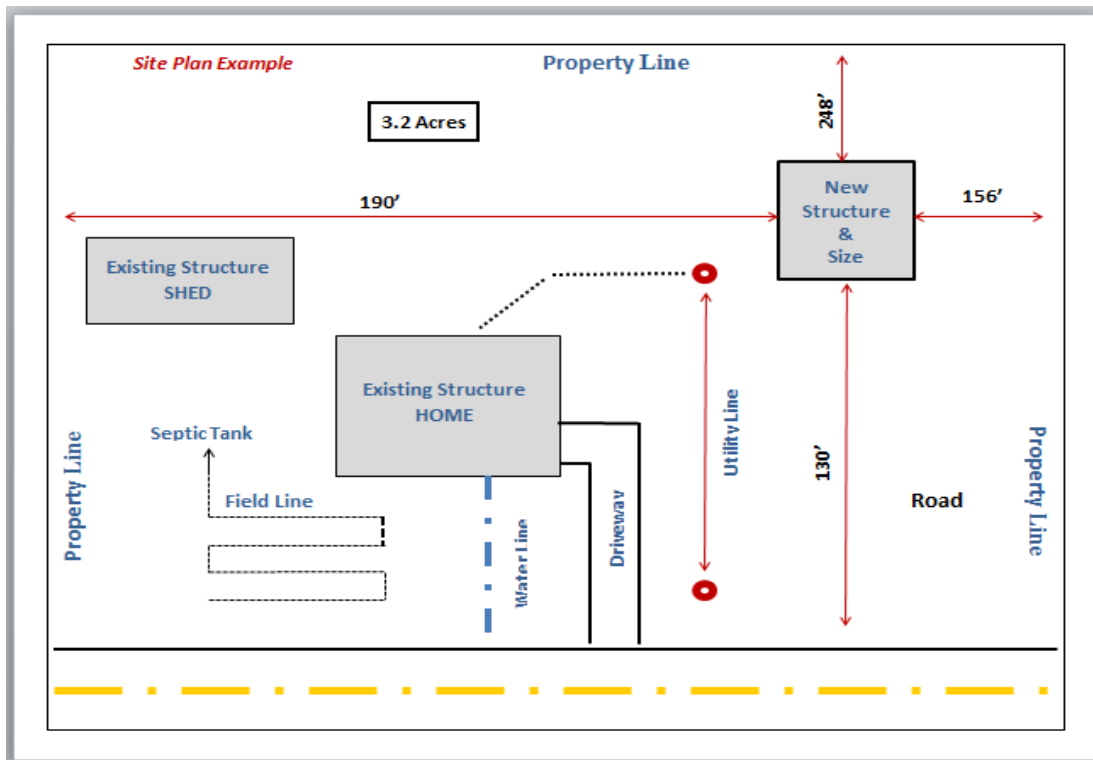
Thank You

(Check with utility provider for Sewer. List provided on page 21)

Step 4

Site Plan

(Required on all Structures needing Building Permits)



Site Plan Requirements:

- Location of property lines.
- Location of all structures. (existing and new)
- Show distant from property lines of all new structures.
- Location of septic tank, field lines or sewer system.
- Location of all utility's lines.
- Location of driveway.
- Size of property (sq. ft. or acres) and size of new structure.

EXAMPLE

Step 5

Energy Code Compliance

Chapter 11Energy Efficiency

Table 402.1.1

Roane County is in Climate Zone 4

(2009 Insulation and Fenestration Requirements by Component)

ENERGY PERFORMANCE RATINGS	
U-Factor (U.S. / I-P)	Solar Heat Gain Coefficient
0.35	0.32
ADDITIONAL PERFORMANCE RATINGS	
Visible Transmittance	Air Leakage (U.S. / I-P)
0.51	≤0.3
<small>Manufacturer stipulates that these ratings conform to applicable NFRC procedures for determining whole product performance. NFRC ratings are determined for a fixed set of environmental conditions and a specific product size. NFRC does not recommend any product and does not warrant the suitability of any product for any specific use. Consult manufacturer's literature for other product performance information. www.nfrc.org</small>	

Chapter 11 ENERGY EFFICIENCY

TABLE 402.1.1
2009 INSULATION AND FENESTRATION REQUIREMENTS BY COMPONENT(a)

CLIMATE ZONE	FENESTRATION U-FACTOR	SKYLIGHT(b) U-FACTOR	GLAZED FENESTRATION SHGC	CEILING R-VALUE	WOOD FRAMED WALL R-VALUE	MASS WALL R-VALUE	FLOOR R-VALUE	BASEMENT(c) WALL R-VALUE	SLAB(d) R-VALUE & DEPTH	CRAWL SPACE(e) WALL R-VALUE
1	1.20	0.75	0.40	30	13	3	13	0	0	0
2	0.75	0.75	0.40	30	13	4	13	0	0	0
3	0.65	0.65	0.40(e)	30	13	5	19	0	0	5/13
4 EXCEPT MARINE	0.35	0.60	NR	38	13	5/10	19	10/13	10, 2 ft.	10/13
5 & MARINE 4	0.35	0.60	NR	38	19 or 13 +5(g)	13	30(f)	10/13	10, 2 ft.	10/13
6	0.35	0.60	NR	49	19 or 13 +5(g)	15	30(f)	10/13	10, 4 ft.	10/13
7 & 8	0.35	0.60	NR	49	21	19	30(f)	10/13	10, 4 ft.	10/13

Table 402.1.1 depicts insulation and fenestration requirements by component.



Permit No: _____
Owner's Name: _____
Contact: _____
Phone: _____

FENSTRATION			
Window Size	Total Number	U-Factor	SHGC
Door Size	Total Number	U-Factor	SHGC
Skylight	Total Number	U-Factor	SHGC

R-VALUES		
Ceiling: _____	Framed Walls: _____	Mass Walls: _____
Floor: _____	Basement Walls: _____	Crawl Space Walls: _____
Duct R-Value: _____	Slab R-Value: _____	Slab Depth: _____
HVAC System Type: _____	Size: _____	Efficiency: _____
Water Heater Type: _____	Size: _____	Efficiency: _____

U-Factors are maximums and need to be equal to or less than values in Table 402.1.1.
R-Values are minimums and need to be equal to or greater than values in Table 402.1.1.

EXAMPLE

Step 6

Apply for Permit(s)

(Required for home permit: septic and or sewer, building, plumbing, & mechanical from our office. The electrical and HVAC are done in other offices but are required. You will need to check with your utility provider to determine where to go for those permits.)





ROANE COUNTY CODES ENFORCEMENT RESIDENTIAL BUILDING PERMIT APPLICATION

1. LOCATION OF BUILDING

Address of property:		Subdivision Name:	
City, State, Zip:		MH Park Name:	
Property Identification			
Map:	Ctrl Map:	Group:	Zoning:
Parcel:	All of	Part of	Zone:
			Flood Plain: Yes No

2. OTHER PERMITS OBTAINED

Sewer/Septic Permit: Yes No	Driveway: Yes No
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3. TYPE OF BUILDING

Project Description	Purpose of Use	Other Residential	Agriculture
New Structure	Single Family	Garage Attached	Barn _____
Addition	Two or More Family	Carport Detached	Shed _____
Repair	No. of Units	Storage Bldg.	Other _____
Replacement	Mobil Home (DW/SW)	Pool	
Relocation	Make: _____	Size: _____	
Remodel	Size: _____	Shape: _____	
	Year: _____	Type: _____	
		Other	

Ownership: ☐ Private ☐ Public

4. CHARACTERISTICS

Type of Foundation	Type of Sewage Disposal	Roof Type:
Crawl	Public or Private Sewer	Siding Type:
Finished Basement	Individual (septic tank, etc.)	No. Floors:
Unfinished Basement	Type of Water Supply	Total Sq. Ft.:
Other:	Public or Private	No. Bedrooms:
Type of Frame	Individual (well, etc.)	No. Full Baths:
Masonry	Type of Heat	No. 1/2 Baths
Wood	Central Heat/Air	Porch/Deck: _____ Size: _____
Steel	Other: _____	Other:
Other:		

5. COST (Complete cost of work to be done.)

Total Cost of Improvement:

6. APPLICANT INFORMATION

I am the PROPERTY OWNER (Mobile home owner if different than the property owner) and own, reside in, or will reside in the completed structure and will be my own general contractor. If I hire subcontractors, (contract value greater than \$25,000.00) I will hire only licensed contractors registered with the State Contractors Board. If I changed my mind and do hire a general contractor, I will hire only a licensed general contractor registered with the State Contractors Board. I will also notify the Roane County Codes Enforcement Office of any such changes.

*Please be aware that when alterations, repairs or additions requiring a permit occur, or when one or more sleeping rooms are added or created in existing dwellings, the individual dwelling unit shall be equipped with smoke alarms located as required for new dwellings.

I am the AUTHORIZED REPRESENTATIVE of the property owner or contractor. I will notify the Roane County Codes Enforcement Office of any changes.

Print Name: _____

Signature: _____

Address: _____

Phone: _____

City, State, Zip: _____

EXAMPLE



ROANE COUNTY CODES ENFORCEMENT PLUMBING PERMIT APPLICATION

Date: _____ Address: _____
Bldg Permit No: _____ Phone: _____

Qty.	Item	Each	Total
	Plumbing Permit (Base Fee)	\$10.00	\$0.00
	Bar Sink	\$2.50	\$0.00
	Bath Sink	\$2.50	\$0.00
	Bath Tub	\$2.50	\$0.00
	Dish Washer	\$2.50	\$0.00
	Disposal Unit	\$2.50	\$0.00
	Drainage and Vent Piping (New Install, Repairs and Alter)	\$7.50	\$0.00
	Floor Drains	\$2.50	\$0.00
	Hose Bib	\$2.50	\$0.00
	Kitchen Sink	\$2.50	\$0.00
	Plumbing In-Slab Inspection	\$12.50	\$0.00
	Sewer/Septic Connection	\$2.50	\$0.00
	Shower Bath	\$2.50	\$0.00
	Utility Sink	\$2.50	\$0.00
	Vacuum Breakers/Back Flow Prevented Ea.	\$2.50	\$0.00
	Washing Machine	\$2.50	\$0.00
	Water Closet	\$2.50	\$0.00
	Water Connection	\$2.50	\$0.00
	Water Heater	\$2.50	\$0.00
	Water piping (new install or repair)	\$7.50	\$0.00
	Whirlpool/Jacuzzi	\$2.50	\$0.00
	Each Additional Device	\$2.50	\$0.00
			\$0.00


RE-INSPECTION FEES:

Required Inspections	\$0.00
First Re-Inspections	\$0.00
Second Re-Inspections	\$25.00
Third Re-Inspections	\$50.00
Each Additional Re-Inspections	\$50.00

Company Name (Print)	License Holder's Name (Print)
Company Phone (Print)	License Number (Print)
Water Company	Authorized Signature

1. This permit is only valid when all applicable fees are paid and the receipt numbers documented.
2. Inspections of plumbing installations will be conducted with all applicable codes adopted by Roane County.
(2018 International Residential Code)
3. Plumbing inspection shall be scheduled along with the framing inspection.

EXAMPLE

 ROANE COUNTY CODES ENFORCEMENT			
RESIDENTIAL MECHANICAL PERMIT No:			
Date:		Address:	
Bldg Permit No:		Phone:	
Qty.	Item	Each	Total
	Mechanical Permit (Base Fee One Unit)	\$25.00	\$0.00
	Each Additional Unit	\$10.00	\$0.00
	Duct Work (ea, unit)	\$7.50	\$0.00
	Gas Piping	\$7.50	\$0.00
	Gas Units (ea,)	\$2.50	\$0.00
	Dryer Vents	\$2.50	\$0.00
	Mechanical Vent(s) (ea.)	\$2.50	\$0.00
	Each Additional Device	\$2.50	\$0.00
	Chimney Piping	\$7.50	\$0.00
TOTAL AMOUNT DUE \$			
RE-INSPECTION FEES:			
	Required Inspections	\$0.00	
	First Re-Inspections	\$25.00	
	Each Additional Re-Inspections	\$50.00	
Company Name (Print)		License Holder's Name (Print)	
Company Phone (Print)		License Number (Print)	
Address of Company		Owner/Authorized Signature	
1. This permit is only valid when all applicable fees are paid and the receipt numbers documented. 2. Inspections of mechanical installations will be conducted with all applicable codes adopted by Roane County. (2018 International Residential Code) 3. Mechanical inspection shall be scheduled along with the IECC inspection. 4. Manual J's			
For Gas Piping			
Gas Type: _____			
Gas Pipe Type: _____			
Total BTU's: _____			
Longest run length: _____			
Location of Gauge: _____			
Gas Pipe Diagram Must Show → → Inlet sizes and lenghts on all runs			

EXAMPLE

Utilities for Roane County

Lenoir City Utilities Board

200 Depot Street
Lenoir City, TN. 37771
865-986-6591
lcub.com

Rockwood Electric Utilities

525 North Kentucky Street
Kingston, TN. 37763
865-376-7545
rockwoodelectric.com

Harriman Utility Board

300 North Roane Street
Harriman, TN. 37748
865-882-3242
hub-tn.com

Cumberland Utility District

3201 Harriman Highway
Harriman, TN. 37748
865-882-0395
cumberlandutility.com

Roane Central Utility District

2727 Roane State Hwy
Harriman, TN. 37748
865-882-5762

Watts Bar Utility District

238 Mays Valley Road
Harriman, TN 37748
865-882-5058
wbud.org

Rockwood Water Department

110 North Chamberlain Avenue
Rockwood, TN. 37854
865-354-4221
Rwsg.org/

Loudon Utilities

201 Alma Place
Loudon, TN. 37774
865-458-2091
loudonutilities.org