

# COMMERCIAL PERMIT



# APPLICATION PACKET



## COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST

Piperton Building & Codes Department  
3725 Hwy 196, Suite B • Piperton, TN 38017  
Phone: (901) 853-4830 • Fax: (901) 854-8396  
[www.pipertontn.com](http://www.pipertontn.com)

### OFFICE USE ONLY

MAP \_\_\_\_\_  
BLOCK \_\_\_\_\_  
PARCEL \_\_\_\_\_  
LOT \_\_\_\_\_

**Business Hours: Monday thru Friday from 8:30 a.m. to 4:30 p.m.**

***PLAN REVIEW AND PERMIT ISSUANCE WILL BE DELAYED WITHOUT PROPER DOCUMENTS***

### THE FOLLOWING ITEMS ARE REQUIRED TO MAKE APPLICATION

#### **PLANNING COMMISSION**

- 1. Project/Development Application Submitted, Reviewed, and Approved by Planning & Zoning Commission
- 2. Development Contract Approved (if applicable)
- 3. Site Plan Reviewed and Approved
- 4. Site Plan Review Fee paid and recorded
- 5. Plat Recorded
- 6. Recording Fee paid
- 7. All Administration Fees Paid (Engineering, Planning, and Development fees)
- 8. Submit Construction Drawings for Building Permit
  - Minimum of four (4) sets of drawings required

#### **BUILDING DEPARTMENT**

- 9. All items needed for Project Development must be completed
- 10. Building Permit Application completed and signed
- 11. Water & Sewer Connection Fees paid
- 12. Submit a copy of receipt for AFT (Adequate Facilities Tax) from Fayette County
- 13. Submit three (3) sets of plans for review conforming to 2018 IRC & a Grading Plan
  - Plans shall be drawn and stamped by State of TN licensed Architect and Structure Engineer
  - Plans shall include Site, Building Structure, Seismic, Fire, Plumbing, Gas, Mechanical, and Electrical

**NOTE:** Electrical shall be submitted to and permitted by Chickasaw Electric in Somerville, TN  
FIRE shall be submitted to and permitted by the Piperton Fire Department (2 sets)
- 14. Submit a scaled site plan with complete details (setbacks, floor elevation, etc.)
- 15. Submit 2018 Model Energy Code Data
- 16. Verification of current Tennessee Contractor's License and workman's comp insurance
- 17. Submit copy of As Built for subsurface sewage disposal system OR verify NOC from TDEC
- 18. Issuance of Certificate of Occupancy
  - All Inspections done with approval and all Fees Paid (Building, Fire, etc)
  - Inspect Landscaping Plan
  - Inspect Lighting Plan (Lights on building and parking lot)
  - Sign Plan (Installed agreement with Board)

***\*PLEASE HAVE CHECKLIST AVAILABLE AT THE TIME OF PERMIT APPLICATION SUBMITTAL\****

**COMMERCIAL BUILDING PERMIT APPLICATION**

Building & Codes Department  
 3725 Hwy 196, Suite B • Piperton, TN 38017  
 Phone: 901-853-4830 / Fax: 901-854-8396  
[www.pipertontn.com](http://www.pipertontn.com)

|   |
|---|
| Permit #:   |
| Date:   |
| Owner <input type="checkbox"/> Contractor <input type="checkbox"/><br>Tenant <input type="checkbox"/> |

**\* ALL PERMITS ISSUED FROM OCTOBER 1, 2019 FOLLOW 2018 ICC FAMILY OF CODES \***

|   |  |       |                 |          |
|---|--|-------|-----------------|----------|
| 1 | Location of Construction:  |       |                 |          |
|   | Property Owner Name:   |       | Phone Number:   |          |
|   | Address:   |       | Email:          |          |
| 2 | Applicant Name:  |       |                 |          |
|   | Mailing Address:   |       | City/State/Zip: |          |
|   | Office:  | Cell: | E-mail:         |          |
|   | Contractor's License #:  |       | Classification: | Expires: |
| 3 | Architect Name:  |       | Phone Number:   |          |
|   | E-mail:  |       |                 |          |
| 4 | Building Type: Commercial <input type="checkbox"/> Church <input type="checkbox"/> Retail <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Other <input type="checkbox"/> |       |                 |          |
| 5 | Work Classification: New <input type="checkbox"/> Alteration <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Other <input type="checkbox"/>         |       |                 |          |
| 6 | Description:   |       |                 |          |

| 8 | AREAS (SQ. FT.)       |                       | GENERAL  |                 | FEES                |                 |
|---|-----------------------|-----------------------|--|-----------------|---------------------|-----------------|
|   |                       | 1 <sup>st</sup> Floor |  | Zoning District |                     | Use & Occupancy |
|   | 2 <sup>nd</sup> Floor |                       | # Rooms  |                 | Building            | \$              |
|   | 3 <sup>rd</sup> Floor |                       | # Bath/Restrooms   |                 | Plans Review        | \$              |
|   | Other                 |                       |  |                 | Accessory Structure | \$              |
|   |                       |                       |  |                 | Demolition          | \$              |
|   |                       |                       |  |                 | Moving              | \$              |
|   |                       |                       |  |                 | Curb Cut            | \$              |
|   |                       |                       |  |                 | Processing Fee      | \$              |
|   |                       |                       |  |                 | Miscellaneous       | \$              |
|   |                       |                       |  |                 | Miscellaneous       | \$              |
|   |                       |                       |  |                 |                     |                 |
| 9 | <b>TOTAL SQ. FT.</b>  |                       | Foundation: <input type="checkbox"/> Joist <input type="checkbox"/> Slab |                 | <b>TOTAL</b>        | <b>\$</b>       |

|    |                          |  |
|----|--------------------------|--|
| 10 | Estimated Building Cost: | <b>PERMIT VOID: If construction not begun within 180 days from date permit is issued; if more than one (1) year lapses between inspections; if incorrect information is given on permit application. Issuance of permit SHALL NOT be held to permit, or be an approval of, the violation of any city ordinance or state law.</b> |
|----|--------------------------|--|

**NOTICE:** In making application for a building permit, the applicant states that the information given is, to the best of his knowledge, true and accurate. It is understood and agreed by the applicant that any error, misstatement, or misrepresentation of fact, either with or without intention on their part, such as might, if unknown, cause a refusal of this application, or any alteration or change in plans made without the approval of the Building Inspector subsequent to the issuance of the building permit, shall constitute grounds for the revocation of such permit.

**PENALTY FEE:** If any person commences any work before obtaining the necessary permit, the permit fee shall be doubled.

|    |                      |       |
|----|----------------------|-------|
| 11 | Applicant Signature: | Date: |
|----|----------------------|-------|

**OFFICE USE ONLY**

|            |   |
|------------|---|
| Date Paid: | <input type="checkbox"/> Automatic Sprinkler System Required, Ordinance #114-07 |
|------------|---|

|   |                |
|---|----------------|
| <b>BUILDING PERMIT APPROVED:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO | <b>REASON:</b> |
|---|----------------|

|                              |       |
|------------------------------|-------|
| Building Official Signature: | Date: |
|------------------------------|-------|

**NO BUILDING SHALL BE OCCUPIED WITHOUT CERTIFICATE OF OCCUPANCY  
 PERMIT FEES ARE NON-REFUNDABLE AND NON-TRANSFERRABLE  
 FOR INSPECTIONS CALL (901) 853-4830 X4 OR EMAIL [ered@pipertontn.com](mailto:ered@pipertontn.com)**