



## Building Permit Information Sheet

**Zoning permits must be approved prior to submitting for a building permit.**

Please fill out the following and Initial each line once completed:

1. \_\_\_\_\_ Building Permit Application
2. \_\_\_\_\_ Single Family Dwelling Use Form
3. \_\_\_\_\_ If you are acting as your own contractor (not hiring a Tennessee Licensed General Contractor), "Owners Own Contractor form"

**Or**

3. \_\_\_\_\_ Provide Copies of Your Tennessee Licensed General Contractor license and Workman's Compensation Policy.
4. \_\_\_\_\_ One (1) copy of construction drawings – *All rooms and stories must be labeled for the intended use. For example – bedroom, kitchen, storage, office, etc. (RESIDENTIAL PERMIT) Please print floorplans on 8 ½ x 11 paper only*

**Or**

4. \_\_\_\_\_ Two (2) copies of construction drawings – COMMERCIAL
5. \_\_\_\_\_ Include this sheet with initials on each line that applies to your permit.

**Note: Additional Documents maybe Required.**

### **PAYMENT**

Once Building Permit packet has been received with **ALL** documents included we will contact you with payment amount and payment options.

**Inspections do not warrant workmanship.** Any inspections performed by an employee, agent or contractor of Sevier County, Tennessee are performed solely for the purposes of enforcement of the applicable building codes which may utilize a spot check performance standard, and do not provide comprehensive home inspection services, which are the responsibility of the owner.



**Building Inspection Department**  
**Building Permit Application**  
 865-774-7120

**PROJECT INFORMATION** **PROPERTY OWNER**

Project Address: \_\_\_\_\_  
 \_\_\_\_\_

Property Owner: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Lot No: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**APPLICANT: (if different from owner or contractor)** **GENERAL CONTRACTOR**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_ License # \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**PLUMBING CONTRACTOR**

Company Name and Address: \_\_\_\_\_

Contractor License# \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone number: \_\_\_\_\_

**MECHANICAL CONTRACTOR**

Company Name and Address: \_\_\_\_\_

Contractor License# \_\_\_\_\_ Contact person: \_\_\_\_\_ Phone number: \_\_\_\_\_

**ARCHITECT/ENGINEER ( FOR COMMERCIAL ONLY)**

Company Name and Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**PROJECT TYPE AND USE DESCRIPTION (Please Check All That Apply)**

- Project Type:**  
 Single Family Dwelling  
 Transient Rental Home  
 Duplex  
 Townhome  
 Modular Home  
 Accessory  
 Remodel  
 Commercial  
 Other (Describe Below )  
 PLAN REVIEW ONLY

NO. of Stories: \_\_\_\_\_ Total Square Footage(Including Basement & Garage): \_\_\_\_\_ Construction Cost: \_\_\_\_\_

NO. of Bedrooms: \_\_\_\_\_ NO. of Bathrooms: \_\_\_\_\_ Basement: \_\_\_\_\_ Crawl: \_\_\_\_\_ Slab: \_\_\_\_\_ Piers: \_\_\_\_\_ LP Gas \_\_\_\_\_

Description of Work: (i.e. new two story house with unfinished basement and two car attached garage)

Signature of Applicant: \_\_\_\_\_ Circle One: Owner Contractor Applicant Date: \_\_\_\_\_

**Office Use Only**

Building Permit: \$ \_\_\_\_\_ Plan Review: \$ \_\_\_\_\_ Check No.: \_\_\_\_\_ Receipt No.: \_\_\_\_\_ C/S Y or N Septic# \_\_\_\_\_

***INSPECTION REQUESTS: NO PRE-SCHEDULING BEFORE JOB IS READY.***

SINGLE FAMILY DWELLING USE FORM

Transient rentals are occupancy of a single dwelling unit for 30 days or less.

Project Address: \_\_\_\_\_  
\_\_\_\_\_

(Please initial beside the one that applies)

\_\_\_\_\_ This dwelling is not intended for overnight rental use.

\_\_\_\_\_ This dwelling is intended for overnight rental use. This dwelling is three (3) or less stories, less than five-thousand (5000) gross square feet and maximum occupancy is set at 12 or fewer.

In the event owner changes any project use from permanent to transient that exceeds three (3) or more stories, is five-thousand (5000) or more gross square feet or an occupancy of 13 or more, Owner shall notify Sevier County Building Inspections and the State of Tennessee Fire Marshal's Office. Such change may be required to be permitted by Sevier County and/or the State of Tennessee Fire Marshal's Office. I swear the above information is true and correct to the best of my knowledge, information and belief.

Property Owner: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTARY REQUIRED IF NOT SIGNED IN FRONT OF A SEVIER COUNTY BUILDING INSPECTIONS EMPLOYEE.**

STATE OF: \_\_\_\_\_ COUNTY OF: \_\_\_\_\_

Before me, the undersigned authority, personally appeared the within named bargainor, \_\_\_\_\_, and who acknowledged that he / she executed the foregoing instrument for the purposes therein contained.

WITNESS my hand and official seal at office in said State and County this the \_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_.

Fill out next form if you  
are not hiring a  
Licensed Contractor

“ Owner acting as  
his/her own  
contractor” form



**Sevier County Building Inspections Department**

**Owner Acting as His/Her Own Contractor**

T.C.A.: 62-6-103(2) (A) "any person, firm or church that owns property and constructs thereon single residences, farm buildings or other buildings for *individual use, and not for resale, lease, rent or other similar purpose*, is exempt from the requirements of this chapter". (*Italics added*)

T.C.A.: 62-6-103(2)(B) "a person or firm ... shall not make more than one (1) application for a permit to construct a single residence or shall not construct more than one (1) single residence within a period of two (2) years. There shall be a rebuttable presumption that such person or firm intends to construct for the purpose of resale, lease, rent or any other similar purpose if more than one (1) application is made for a permit to construct a single residence or if more than one (1) single residence is constructed within a period of two (2) years."

**Rules of the Board for Licensing Contractors: 0680-1-22 EXEMPTION.**

"Any person, business or church that owns property and constructs single residences or buildings for *their individual use (not the general public)* shall not need a contractor's license." (*Italics added*)

I, the undersigned, hereby swear or affirm that I am applying for a building permit from the Department of Building Inspections of Sevier County and am exempt from the requirements of T.C.A. 13-7-117 (proof of workers' compensation insurance) because:

I am performing work on my own property in my own county of residence; or I am directly supervising work on my own property in my own County of residence.

All building permit applications marked "Owners own use" without a licensed general contractor must meet Tennessee law as excerpted below. Sevier County will refuse another permit to the same individual for an "Owner's Own Use" dwelling for a period of two (2) years.

Address of Property: \_\_\_\_\_  
\_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Owner Signature X \_\_\_\_\_

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\_\_\_\_\_  
NOTARY PUBLIC