



Town of Atoka
PH: (901) 837-5300 / FAX: (901) 837-0028
www.townofatoka.com

Application for Addition or Alteration
(2018) International Building Code Series is enforced)

PROPERTY INFORMATION

Property Location: _____ Subdivision Name: _____ Lot Number: _____
Cross Streets: _____ and _____
Map & Parcel: _____ Zoning District: _____ (SN8, SN10, MR, NC, HC, ATC.I, FAR)
Water System: Public _____ Private _____ / Sewage Disposal: Public _____ Private _____ Sprinklers: Y/N _____

OWNER INFORMATION

Property Owner Name: _____ Contact Number: _____
Address: _____ City: _____ State: _____ Zip: _____

CONTRACTOR INFORMATION – (If applicable)

Name: _____ Contact Number: _____
Address: _____ City: _____ St: _____ Zip: _____
Contractor's License #: _____

TYPE OF IMPROVEMENT

_____ Addition / _____ Alteration (Please fill out the appropriate following sections)

ADDITION INFORMATION

Square Footage of Addition: _____ New Stories: _____ New Bedrooms: _____ New Full Baths: _____ New Half Baths: _____
New Plumbing Fixtures: Y _____ / N _____ New Electrical Fixtures: Y _____ / N _____

ALTERATION INFORMATION

Square footage of Alteration: _____ New Bedrooms: _____ New Full Baths: _____ New Half Baths: _____
New Plumbing Fixtures: Y _____ / N _____ New Electrical Fixtures: Y _____ / N _____

CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and understand and assume responsibility for the establishment of the official property lines for required setbacks prior to start of construction and agree to conform to all applicable laws of this jurisdiction. I further certify that this information given is true and correct to the best of my knowledge.

Applicant Signature: _____ Date: _____

Required at Submission-

- _____ Drawing of addition (location, dimensions, distance to property lines & easements) **OR**
Drawing of area within house to be altered with before and after information
- _____ Constructions specs and building plans for addition
- _____ Location of new plumbing & electrical fixtures
- _____ Submission of Contractor's Workers Compensation Certificate (if applicable)
- _____ Stormwater Management Plan designed by professional engineer

Estimated Project Cost of Improvement: \$ _____

Municipal / Inspector Use

Zoning Code: _____ Building Code: _____

Flood Plain: _____ Yes _____ No

Stormwater Required: _____ Yes _____ No

Septic Upgrade Required: _____ Yes _____ No

Building Plan Review: Approved _____ Not Approved _____ Date _____ Code Official: _____

Codes Administrator: Approved _____ Not Approved _____ Date _____ Code Official: _____

Zoning Plan Review: Approved _____ Not Approved _____ Date _____ Code Official: _____

Special Notes: _____

ADDITIONS / ALTERATIONS

Stormwater management is required for all additions. – Type of system is dependent upon site location and size of impervious improvements.

** It is the property owner's responsibility to know where their property lines and easements areas are located and apply for the permits accordingly. **

Required Inspections

(Inspections for alterations begin a # 4)

1. Site Inspections, Property Corners, Structure Corners, and Driveway at road intersection, all located.
2. Inspection of footers prior to pouring concrete.
3. Foundation (Footer drain system, Waterproofing, Plumbing below basement finish floor.)
4. Sheathing
5. Framing (with rough-in components that will be covered with building materials).
6. Brick Ties
7. Sprinkler Test (if applicable)
8. Plumbing and pressure test plus mechanicals.
9. Insulation
10. Storm water system (prior to covering leaders & pits)
11. Final for Use and Occupancy Permit
 - *Plumbing *Sewer (public & onsite)
 - * Electrical * Water (public & private)
 - * Mechanical

Please call Town Hall 24 hours in advance to schedule inspections.

Office Phone Number: 901-837-5300

Open 8am – 5pm

Project Dimension: L _____ x W _____ x H _____
Total Project Area in Sq Ft _____

Total land disturbed _____

Measurements: Show lot lines, easements, all proposed or existing structures, streets/roads/driveways, waterlines/wells, sewer lines/septic systems, all property lines, all distance of proposed structure(s) from lot lines and work layout and dimensions. Any omitted information may cause a delay in permit issuance.

Note: Plot plan must be included with the permit application.

A large grid for drawing a plot plan. The grid is 20 units wide and 30 units high. At the top of the grid, there are three vertical tick marks: one at the left edge, one at the 10-unit mark, and one at the right edge. These tick marks are intended for drawing lot lines or other boundaries.