



Town of Atoka  
PH: (901) 837-5300 / FAX: (901) 837-0028  
[www.townofatoka.com](http://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: \_\_\_\_\_ (R-1, R-2, R-3, R-4, NC, GC, , 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: \_\_\_\_\_

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 approximately 30 units wide and 40 units high. At the top of the grid, there are three vertical tick marks that divide the width into three sections. The grid is enclosed in a rectangular border.

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