



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

**Application for Commercial Building Permit**  
(2018) International Building Code Series is enforced)

**PROPERTY INFORMATION**

Property Location: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Subdivision Name: \_\_\_\_\_ Lot Number: \_\_\_\_\_ Map & Parcel: \_\_\_\_\_  
Cross Streets: \_\_\_\_\_ and \_\_\_\_\_ Located in a Flood Plain: Y/N \_\_\_\_\_  
Zoning: \_\_\_\_\_ ( NC, GC, I)

**OWNER INFORMATION**

Owner/Lessee: \_\_\_\_\_ Business Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Business License # \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**CONTRACTOR INFORMATION**

Contact: \_\_\_\_\_ Contractor: \_\_\_\_\_ License # \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Point of Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

**BUILDING/ZONING PERMIT INFORMATION**

Description of Work: \_\_\_\_\_ New \_\_\_\_\_ Repair \_\_\_\_\_ Addition \_\_\_\_\_ Demolish \_\_\_\_\_ Alter \_\_\_\_\_ Move \_\_\_\_\_  
**Estimated Cost of Work:** \_\_\_\_\_ **Estimated Start Date:** \_\_\_\_\_  
# of new Plumbing Fixtures: \_\_\_\_\_ # of new Mechanical Fixtures: \_\_\_\_\_ Maximum Live Load: \_\_\_\_\_  
Type of HVAC: \_\_\_\_\_  
Water System: Public \_\_\_\_\_ Private \_\_\_\_\_ Sewage Disposal: Public \_\_\_\_\_ Private \_\_\_\_\_  
Accessory Structure: Y / N \_\_\_\_\_  
# of Stories \_\_\_\_\_ # of Units \_\_\_\_\_ # of Full Baths: \_\_\_\_\_ # of Half Baths: \_\_\_\_\_ Finished Basement: Y / N \_\_\_\_\_  
Area of Volume: Finished: \_\_\_\_\_ Unfinished: \_\_\_\_\_  
Specific Use: \_\_\_\_\_ Use Group: \_\_\_\_\_  
Changes in use: Y / N \_\_\_\_\_ If Yes, indicate former use: \_\_\_\_\_

\*\*Please provide **two** sets of plans

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

Type of Project: \_\_\_\_\_

Contractor Name

Phone #

License #

	Contractor Name	Phone #	License #
Applicant (Not Owner)			
Architect/Engineer			
General Contractor			
Excavation			
Concrete			
Carpentry			
Electrical			
Plumbing			
Sewer			
Mechanical			
Roofing			
Masonry			
Drywall or Lathing			
Sprinkler			
Paving			
Fire Alarm			



## Submittal Guide for Commercial Projects

A foundation survey will be required, the applicant shall be responsible for obtaining the boundary survey. **All foundation survey work required shall be performed by a registered land surveyor.**

When a Building Permit is issued that includes footing and foundation work, a foundation survey must be submitted to the Planning and Codes Department within fifteen (15) days of an approved footing inspection. **All work must stop after fifteen (15) days, until the foundation survey is submitted.** A foundation survey will show the location of the foundation as built or by pins set by the surveyor once the footers have been poured. The location of the building on the lot, including all cantilevered portions, shall be within the required setbacks. Any setback violations found must be corrected.

The following items are required for new commercial projects. Drawings should be drawn to 1/4 or 1/8" scale and shall provide the necessary information to verify compliance with the building code. **All Drawings shall bear the stamp and signature of the design professional licensed in Tennessee responsible for the design.** Plans must be specific enough to provide the contractor all the necessary information to complete work without reference to other documents and shall include:

**Title Page Drawing:** to include the contact information for all design professionals, description of square footage per floor, number of floors, type of construction to be utilized, area modifications utilized, use group classification(s), separation or non-separation of mixed-use groups, design occupant load(s), finish materials classification, and design codes utilized.

**Site Plan Drawings;** to include all utility layouts, handicap parking & access, designated fire lanes, distance between adjacent structures and property lines.

**Floor Plan Drawings:** to include the use of all areas including basement, location & types of fire-resistant construction, U.L. Listing of fire-resistant construction means of egress components, handicap access. Show all stairways, stair towers, ramps, fire escapes, etc. Show direction and swing for all doors and the type of fire door assemblies where required by regulation.

**Structural Drawings;** to include the structural design calculations, geo-technical engineering report, uniform live loads, dead loads, roof & snow loads, wind loads, footing construction detail, foundation construction details, framing construction details, concrete construction details, masonry construction details, wood construction details, steel construction details. Show typical wall-section to indicate type of construction. Show elevations of all sides of the building (existing buildings may substitute photographs of all sides).

**Electrical Drawings:** to include all lighting facilities, electrically operated equipment, and electrical circuits required for all service equipment of the building or structure. Drawings should include panel schedules, grounding systems, and wiring methods.

**Mechanical Drawings:** to include size & type of appliances, construction of flues and chimney systems, ventilation air provided, fresh air make-up provided, location of all ducting and piping.

**Plumbing Drawings:** to include a plan view and a riser diagram of waste & water piping, pipe sizing, grade of piping, drainage fixture unit loads on stacks and drains, water distribution design criteria.

**Fire Protection Systems:** depict fully, when required, all emergency lighting systems, fire alarm systems, or fire extinguishing apparatus on (or with) the drawings submitted.

**Accessibility Drawings;** to include showing compliance with Act 235 (Universal Accessibility Act) and all Act 235 requirements. Place on the first sheet of the plans any number that refers to any variance granted by the Accessibility Advisory Board and attach a copy of the decision to the building permit documents.

## Required Inspections

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

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

Office Phone Number: 901-837-5300

Open 8am – 5pm