



# Bedford County Building & Codes AND Zoning PERMIT APPLICATION

1 Public Square, Suite 301      Shelbyville, Tennessee 37160      931.685.1336

### ITEMS 1-3 Required with ALL applications; Items 4-7 Required when applicable:

- 1) TAX CARD & TAX MAP (ONLINE "TN PROPERTY VIEWER" OR @ PROPERTY ASSESSOR on the square 931-684-6390 )
- 2) **DRAW:** On your Tax Map, **DRAW the location of the new structure**, any existing structures & property lines
- 3) BUILDING PLANS of WORK BEING DONE (Accurate, detailed sketches may be accepted up to 5000sqft)
- 4) INVOICE FROM COMPANY: Required for new mobile homes, pools, solar panels & ready-built sheds
- 5) SEPTIC TANK PERMIT -When plumbing present in plan - TDEC → 931-202-0552 or ONLINE search "TN Septic Permit"
- 6) IF USING A CONTRACTOR: LICENSE & PROOF OF WORKER'S COMPENSATION COVERAGE
- 7) ELECTRIC PERMIT REQUIRED FOR POOL PERMITS (issued by the state: TN.GOV or 615-741-7170)

### Contractor: (blank if none)

Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_ ZIP: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 License # \_\_\_\_\_

### Owner of Property (Mailing Address):

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_ ZIP: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Homeowner will be completing work  
 (Worker's Compensation Form required)

### Job Site Location Information:

Project Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_ ZIP: \_\_\_\_\_  
 Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_  
 Map: \_\_\_\_\_ Ctrl Map: \_\_\_\_\_ Group: \_\_\_\_\_ Parcel: \_\_\_\_\_

Internal use only
<b>RVN:</b> _____
<b>OD:</b> _____

### Scope of Work:

New Construction    Addition: Bedroom? Yes / No    Remodel/Renovation    Demolition  
 Removal    Change of use for existing building    Other: \_\_\_\_\_  
 If Change of Use, describe current and future use: \_\_\_\_\_

### Structure Type:

Residential Home    Mobile Home: Single? – Double? – Modular?: New / Used: Year: \_\_\_\_\_  
 Pool:    Above Ground    In-Ground    Deck    Pool House  
 Porch    Patio Cover    Sunroom    Pavilion  
 Garage\*    Carport\*    Storage Building\*   \*  Attached    Detached   DIMENSIONS: \_\_\_\_\_  
 Other\*: \_\_\_\_\_

**Intended use of Building/Structure:**  Primary Residence,    For Sale, Lease, or Rent    Other \_\_\_\_\_

New home building setbacks: Front: 50' from ROW, Rear: 40', Sides: 25' (+ 5' for each additional story)

All accessory building setbacks: cannot be forward of primary structure, 10' from all other structures and property lines

### **SEE 2ND PAGE**

\_\_\_\_\_  
 Property Owner or Contractor Signature

\_\_\_\_\_  
 Submittal Date (OFFICE USE)

ID \_\_\_\_\_ LOC \_\_\_\_\_ Septic BR \_\_\_\_\_ Corner lot \_\_\_\_\_ Flood zone \_\_\_\_\_ Panel # \_\_\_\_\_ Rd. Frontage \_\_\_\_\_



# Office of Bedford County Building & Codes Department

1 Public Square, Suite 301

Shelbyville, Tennessee 37160

931.685.1336 Ext. 2

## Required Permit Application Information and Acknowledgement Form

Circle the answer to each question

	<input type="checkbox"/> Homeowner	<input type="checkbox"/> TN Lic. Contractor
1. Applicant is:		
2. I have applied for a building permit within the last 2 years:	Yes	No
3. The proposed structure will be for sale, rent or lease when completed:	Yes	No
4. The proposed structure will be delivered already built:	Yes	No
5. The proposed structure is being built on a vacant parcel of land:	Yes	No
6. The proposed structure will be attached to the primary structure:	Yes	No
7. Are you adding plumbing:	Yes	No
8. TN Licensed Contractor will directly supervise the work:	Yes	No
9. Property owner will directly supervise the work:	Yes	No
10. Supervising property owner agrees they will not hire a non-licensed construction manager to supervise work:	Yes	No
11. I understand that non-owner applicants of projects valued between \$3000 and \$25,000 require a Business License or Handyman License issued by the state of TN:	Yes	No
12. I understand that a property owner hiring an unlicensed person to supervise any work voids the issued permit and a new permit must be applied for:	Yes	No
13. I understand that adding or changing a Licensed contractor after the permit is issued will void the permit and a new permit is required:	Yes	No
14. I understand that a TN Licensed contractor must comply with TN state licensing, business licensing and workers' compensation laws.	Yes	No
15. The proposed structure is a single-family dwelling, residential accessory dwelling, mobile home, duplex, condo, apartment townhome, or other residential building:	Yes	No
16. The proposed structure is a place of worship, public building, owned by a 501(c)(3), has a federal incentive or is an exact replacement for a building destroyed by disaster:	Yes	No
17. The existing number of bedrooms, if any, are being increased:	Yes	No
18. I understand that the County Office shall determine if the Bedford County School Facilities Tax (BCSFT) applies to the conditioned floor area in the proposed structure:	Yes	No
19. I agree to pay the calculated BCSFT tax owed and any difference between the proposed condition area and the final actual conditioned area:	Yes	No
20. I understand that electric work requires a separate permit application:	Yes	No
21. I understand that the applicant/permit holder must abide by the adopted building code and that any error or misrepresentations by the applicant is sufficient grounds for revocations of any issued permit:	Yes	No
22. I understand that I must make all request for the required inspections:	Yes	No
23. I agree to adhere to the adopted Zoning Resolution for Bedford County:	Yes	No
24. I understand a \$250 early move-in penalty is charged if the structure is occupied prior to an issuance of a Certificate of Occupancy.	Yes	No

Print Applicant Name

Print Site Street Name (lot #)/ Address

Applicant Signature

Date