

BUILDING PERMIT APPLICATION

Sumner County Building Codes
355 N. Belvedere Dr. Room #208
Gallatin Tennessee 37066
Phone (615) 452-1467 Fax (615) 451-1154

OFFICE USE ONLY	
PERMIT #	
MS4 #	
MS4 Disclaimer	

I. Applicant Information

Residential

Commercial

Date	Applicant Name	Email
Relationship to Project	Contact Phone #	
<input type="checkbox"/> Owner	<input type="checkbox"/> Contractor	

II. Property Information

Owner	Project Address	Plat Book	Page #
City	State	Zip Code	Map
			Group
Subdivision Name	Phase	Lot #	Tract

III. Contractor Information (as applicable)

General Contractor	Address	Phone #	<input type="checkbox"/> N/A
State License #		Exp. Date	
Plumbing Contractor	Address	Phone#	<input type="checkbox"/> N/A
State License #		Exp. Date	
Mechanical Contractor	Address	Phone #	<input type="checkbox"/> N/A
State License #		Exp. Date	

IV. Type of Construction

Residential				
<input type="checkbox"/> Single Family Residence	Stories:	<input type="checkbox"/> Basement/UF Bonus Room	Bed Room #:	Total Sq. Ft.:
<input type="checkbox"/> Mobile Home	Value: \$		Bed Room #:	Total Sq. Ft.:
<input type="checkbox"/> Duplex	Stories:	<input type="checkbox"/> Basement/UF Bonus Room	Bed Room #:	Total Sq. Ft.:
<input type="checkbox"/> Attached Carport	Sq. Ft.			
<input type="checkbox"/> Room Addition/ Conversion to Living		<input type="checkbox"/> Basement/UF Bonus Room	Bed Room #:	Total Sq. Ft.:
Swimming Pool	<input type="checkbox"/> Above Ground	<input type="checkbox"/> In-Ground	Room Addition/Conversion to Living Construction Cost: \$	

V. Fuel Gas Yes _____ No _____ If yes, New Construction _____ Conversion to existing _____

Gas Provider _____

Commercial				
<input type="checkbox"/> Retail	Stories:			Total Sq. Ft.:
<input type="checkbox"/> Office	Stories:			Total Sq. Ft.:
<input type="checkbox"/> Apartment's	Stories:	Units:	Bed Room #:	Total Sq. Ft.:
<input type="checkbox"/> Industrial	Stories:			Total Sq. Ft.:
Other:				Total Sq. Ft.:

Applicant Signature _____ Date _____

A copy of the following items below must accompany this application for issuance of a permit.

Recorded deed of property showing transfer of the property. (deed of trust is not acceptable)	Room# 201
Septic approval; valid permit or affidavit of disclosure, if on septic; a paid receipt for sewer tap. <i>Note: Before a C.O. will be issued we must have a certificate of completion from environmental office.</i>	Room #208
Site plan; must show size of lot, size of proposed improvement, distance to property lines, location of any other structures on the lot and street the property is accessed from. <i>Note: a foundation survey/plot plan will be required for residential structures on any lot where this office feels the building is too close to the property set-backs. Foundation survey/plot plan is required for any structure in a PUD.</i>	
Copy of contractor's license and proof of workers comp. insurance or affidavit of exemption.	
Construction plans. If application is for a commercial, plans must be stamped by an architect.	
Property Address; all addresses are assigned by the Sumner County Emergency Services, 255 Airport Road (615) 451-1200 and they are only available Monday, Wednesday and Friday from 9:00am to 4:00 pm.	
Land disturbance permit or disclaimer.	Room#202
Adequate facilities tax or tax exemption; if applying for tax exemption you must provide an electric bill showing this property has been occupied within the last (12) months.	
Driveway Permit; County Highway Department, 1051 Old Hwy 109 North, 615.452.2632	
Gas Piping and appliance schematic showing pipe path and BTU of each listed appliance if fuel gas is used.	
Electrical Permit	Room# 101 615.575.0523

Office use only

Zoning District	<input type="checkbox"/> Rural Residential	<input type="checkbox"/> RPUD	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial
Lot Size		Plat Book		Page #
Required Set Backs	Front Yard	Side Yard		Rear Yard
Flood Plain Area	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Flood Map Reference:	

Permit Approved	<input type="checkbox"/>	With Conditions	
Permit Denied	<input type="checkbox"/>	Reason for Denial	
Correction Approved		Signature	Date

Impact Fee Taxation Area	A	B	C	D	Exempt	Notes
Construction Value	\$					

Permit Fee	\$
Impact Fee	\$
Total	\$

Warning: Sumner County will rely upon the representations in the application in issuing the permit. The issuance of a permit does not authorize construction on or use of any property in violation of zoning restrictions. Any misrepresentations on this application will render the permit void. **Once the application has been approved, no fees will be refunded. By signing this document you are verifying that you received a copy of this permit.**

R 105.6 Suspension or revocation (of permit). The building official is authorized to suspend or revoke a permit issued under the provisions of this code whether the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any of the provisions of this code.

Applicant Signature _____ Date _____

Permit Reviewer Signature _____ Date _____