

Residential

(1-2 Family, Townhouse & Accessory)

New Construction, Additions, Repair/Replace and/or Alterations



City of Chattanooga Land Development Office Standard Operating Procedures

v. 2009-02-19

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City of Chattanooga, TN

Land Development Office

Plans Review Services

1250 Market Street • Suite 1000 • Chattanooga, TN 37402

Phone: (423) 643-5800 Fax: (423) 643-5848

PLANS REVIEW RESIDENTIAL STANDARD OPERATING PROCEDURES (S.O.P.)

The purpose of this document is to inform all concerned of the process involved in plans review for one and two family residences, townhouses and residential accessory structures within the City of Chattanooga.

Plans Submittal Requirements

- ✎ Plans are to be submitted in person to Suite 1000 of the Development Resource Center at 1250 Market Street, between 8:00 a.m. and 4:00 p.m. (Eastern Standard Time), Monday through Friday. To electronically submit, print and fill out Attachment A or fill it out automatically. The Site Plan (Attachment B) and Affidavit of Worker's Compensation (Attachment C) may also be filled out either electronically or by printing and manually filling out. Then, either scan or attach and e-mail to LDOPlansReview@mail.chattanooga.gov.
- ✎ A completed Building Permit Application (Attachment A) must be submitted.
- ✎ For new construction or additions: a completed Site Plan must be submitted (Attachment B). See example on page 12.
- ✎ If any part of a parcel is located within the 100-year Flood Zone, the contractor must submit an elevation certificate at application of permit, based upon construction drawings. At project completion, a second elevation certificate is required based upon actual construction and installed associated mechanical equipment before a Certificate of Occupancy is issued. Additionally, an official of the Land Development Office may require a third elevation certificate during construction if in their opinion it is deemed necessary to verify proper elevations.
- ✎ Any site plan submitted that has a residential structure located more than 150 feet from the right of way that the lot acquires its road frontage on shall be reviewed by a representative of the Fire Marshal's Office prior to issuing a building permit. Site plans that show driveway location other than connecting to the open right of way, regardless of front setback, shall be reviewed by the Fire Marshal's Office as well.
- ✎ All applications for addition(s) to existing structure shall provide proof of connection to City sewer by previous permit for said connection or providing a sewer dye test or camera test from a licensed plumbing contractor. If the existing structure is connected to a septic system, approval must be provided from the Hamilton County Environmental Health Department.
- ✎ Any person, firm or church that owns property and constructs thereon single residences, farm buildings or other buildings for individual use, and not for resale, lease, rent or other similar purpose is exempt from the license requirements for contractors as outlined in T.C.A. 62-601, Section 62-6-a1. A person or firm shall not make more than one (1) application for a permit to construct a single residence or shall not construct more than one (1) single residence within a period of two (2) years as outlined in T.C.A. 62-601, Section 62-6-a2B. An affidavit of compliance for construction or renovation of a new single family residence is attached (ATTACHMENT C).
- ✎ If all required information is provided which meets City standards and policy, the objective is to complete the review process at the time of application. However, if a reviewer has a need for further information to complete or approve a set of plans, up to an additional 48 hours may be required for the process of the application.

Supporting Documentation

- If property is recently purchased, show ownership with either notarized contract for purchase, recorded deed, or notarized mortgage contract;
- A Copy of Worker's Compensation Certificate or Exemption Certificate (for Contractors only).
- If any part of a parcel is located within the 100-year Flood Zone, the contractor must submit an elevation certificate at application of permit, based upon construction drawings. At project completion, a second elevation certificate is required based upon actual construction and installed associated mechanical equipment before a Certificate of Occupancy is issued. Additionally, an official of

the Land Development Office may require a third elevation certificate during construction if in their opinion it is deemed necessary to verify proper elevations.

🦋 For 1-2 Family structures located within a Residential Planned Unit Development (P.U.D.):

- Minimum drawing size 11" x 17" (ledger-size paper).
- Show all dimensions, lot lines and relationship of all rights-of-way that adjoin lot.
- Show how all requirements of the P.U.D. are being met.
- Show dimensions of the structure(s) to be built. Show all offsets in footprint of existing and/or new structure(s).
- Show dimensions of all projections: porches, landings, decks, bay windows, carports, etc. Note: covered or uncovered.
- Show square footage per floor and total square footage to include attached or detached garage.
- Show dimension of setbacks from the property line to the new structure or addition.
- Show dimensions from new structures to existing structures.
- Show driveways.
- Show all easements (if known).
- Designate the front of all dwellings.
- Show any variances and conditions if applicable.
- Show floodplain information.
- A copy of recorded final P.U.D. and revisions (if any) must be presented to review staff before any building permits are approved.

🦋 Minimum Plans Required for Townhouse Construction:

- A recorded plat of proposed development
- Site Plan. Dimension all buildings and show setbacks from property lines. Include building location / landscaping / egress-ingress / parking / common areas. Show all utility easements if applicable.
- Building Plans. To include floor plans, elevations, party / fire wall between units / sectional details. To include roof / wall detail at the firewall. Detail of party / fire wall at exterior wall. Location of all openings within 10 feet of property line. Walls must be two separate 1-hour walls or one common two-hour wall. The common two-hour walls must be non-load bearing with only electrical penetrations.
- Electrical – Service, meter center, typical electrical riser, diagram of smoke detector locations.
- Plumbing – Sewer connection, typical plumbing riser diagram.
- Mechanical – Unit size and duct layout / equipment location.
- Gas – Meter and service line location if applicable.
- ALL TOWNHOMES MUST BE SPRINKLERED. Sprinkler plans must be submitted with project drawings.

🦋 Manufactured Home:

- The owner, developer or contractor shall prepare the building permit application.
- Site Plan: Dimension all buildings and show setbacks from property lines. Include building location / egress-ingress / parking / Show all utilities and all easements if applicable / show orientation of structure to R.O.W. / include all projections such as porches, landings, decks, bay windows, carports, chimneys, etc. / note porches and landings, covered or uncovered / show any other structures or buildings on lot
- Submit application, site plan and twenty-five (\$25.00) dollar site assessment fees.
- A minimum 6" masonry skirt is required under the structure
- The roof over the front porch must match house roof pitch requirements
- A manufactured home's longest side must face the street and setback and orientation shall conform to that of other homes in the subdivisions / neighborhood.
- The roof pitch and roof material shall conform to that of other homes in the subdivision / neighborhood.
- Exterior siding types shall conform to that of other homes in the subdivisions / neighborhood.
- Windows, driveway types and accessory building(s) shall be similar in appearance to others in the subdivision / neighborhood.
- Manufactures homes shall conform to all requirements set out in [Chattanooga City Code, Sec. 10-8](#).



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Moved house, building or structure: Any owner, agent or contractor who desires to move any building through or across any sidewalk, street, alley or highway within the corporate limits of the City from one location to another, or cause same to be moved from one location to another on the same property shall first make application to the Building Inspection Department and obtain a permit therefore.

Each application for a permit, with the required fee, shall be filed with the Building Inspection Department on a form furnished by that department showing the location of the building as it exists and a site plan showing the location of the building which is proposed on the new lot. Before the Department may issue a permit, a building inspector shall make an inspection of the building and of the lot onto which it is to be moved and determine whether or not the building, after its relocation, will be substandard or cause the area into which it is being moved to be a blighted area. All buildings being moved shall be situated on the recipient lot in such a way as to assure the front door of any moved building shall face the City street. Any surface holes, irregularities, wells, septic tanks, basements, cellars, sidewalk vaults, or coal chutes remaining on any property from which a building is removed shall be filled with material as approved by the Building Official within thirty (30) days from the date any building is moved and shall be graded in such manner that will provide effective surface drainage.

The property owner of any lot to which a structure is being moved shall post said lot with a red sign not less than ten (10) days prior to the removal to said lot, which notice shall give the Building Inspector's telephone number and list the address of the Building Inspector's office when the site plan can be seen and the present location of the building so that the structure itself may be seen prior to removal. If violations of this Code are found, the Building Inspector may issue a stop work order on the new location that the building has been moved to until such violations on the property from which the building was moved have been completed by the permittee.

In the event, after an inspection by the building inspector, it is determined that the building, after removal and renovations, will meet the applicable Building Code standards and will not cause blight or dilapidation of the area into which such building is moved, the building inspector may issue a permit for such removal and relocation; provided, the application shall first be approved by the City Traffic Engineer, who shall fix the time such building is to be moved and the route over which such movement is to be made. Any determination of blight or dilapidation shall be made in consideration of the standards set out in T.C.A. § 13-20-201. no building shall be moved over any street, other than the one approved, within the hours fixed by the City Traffic Engineer. No permit shall be issued under this ordinance for the moving of any building until the applicant has paid a fee of One Hundred (\$100.00) Dollars to pay the expense of the necessary investigations by the Building Inspection Department and the Traffic Engineering Department.

The applicant for a permit for the moving of a building within the corporate limits of the City shall file with the department a certificate of insurance (or provide other proof in form and substance to be approved by the City Attorney) indicating that the applicant is insured and where the City of Chattanooga, Tennessee is named as an additional insured, issued by a casualty company authorized to do business in the State of Tennessee, in an amount of not less than \$250,000.00 for injury to one and \$600,000.00 for an injury to more than one in any one accident and \$85,000.00 property damage, conditioned that the building removal will conform to all regulations and ordinances of the City in reference to the moving of buildings along or over any street, alley or public way of the City.

Improvements on moved buildings – the owner, agent or contractor of any house, building or structure which is moved to a new location shall make all necessary improvements required in order for said house, building or structure to comply with all requirements of the Official Building Codes adopted by the City within 180 days from the date of the issuance of the moving permit. Extensions of such time as deemed reasonable may be granted by the building official upon a showing of delay caused by matters beyond the control of the owner or house mover. In the event that all exterior renovations are not completed at the new location within 120 days or any reasonable extension by the Building Official, the owner shall be cited to City Court for noncompliance with this section and each day of continuing violation shall constitute a separate offense.

Two complete sets of plans and specifications shall be submitted with building permit applications for the moving of a house, building, or structure and the building permit to set up said house, building or structure. A plans review fee is due with submittal of plans. The plans and specifications shall show the existing conditions of the building and any changes to said building.

- Moved house, building or structure:** Complete plans shall include the following drawn to scale and on a minimum of 11" x 17" drawing size:
- Property lines with dimensions.
 - Locate moved structure on lot, dimension setbacks to property lines.
 - Dimensions of the structure.
 - Structure shall include all projections such as porches, landings, decks, bay windows, carports, chimneys, etc.
 - Note porches and landings, covered or uncovered.

Moved house, building or structure (Cont'd.)

- Show all utilities and any easements on property.
- Show all walks, driveways, and parking areas.
- Show any other structures or buildings on lot.
- Show landscaping to be done and locate trees to remain. Include species name of existing and new landscaping.
- Plan View or Floor Plan - The plans view or floor plan is a drawing of the outline and partitions (walls) of a building as you would see them if the building were cut horizontally above the floor line. These drawings must include:
 - ✎ Building outline with dimensions
 - ✎ Interior partitions(s) with dimensions.
 - Label all rooms and spaces as to use
 - Label all rated walls and partitions – exterior and interior
 - ✎ Show all openings in interior and exterior walls.
 - Provide windows + door schedule
 - ✎ Show opening in floor/ceiling assemblies with dimensions
 - ✎ Door, window, finish schedule
 - ✎ Show plan view of footing layout
- Elevations Drawings are required on all construction and include alterations or additions to the exterior of building or structures. Include doors, windows, roof style, overhang, dimensions height and width and grade line.
- Sectional Drawings reveal the internal construction of a building or structure. This view is a view of a building cut in half from top of roof through the foundation and footing. Structure will require a drawing prepared for the entire structure (full section). All projects will require drawings for specific parts of the building (detail sections) as follow:
 - ✎ Vertical wall section exterior – shows the material and dimensions of material used to construct the wall. Include exterior wallcovering.
 - ✎ Vertical wall section interior – shows the material and dimensions of material used to construct the wall.
 - ✎ Footing section – shows the width and length of the footing, the type material used and the position of the foundation wall on the footing and dimensions of foundation wall. Detail any change in elevation (i.e. stepdowns)
 - ✎ Sill Section – shows how the foundation supports and intersects with floor system and the outside wall. Anchor bolts should be addressed in sill section.
 - ✎ Beam details – show how the floor system is supported by beam and how columns or foundation walls support the beam
 - ✎ Cornice section – show the relationship between the outside wall, top plate, and rafter construction. Detail finish materials.
 - ✎ Stairway section – shows the dimensions of treads and risers and includes handrail detail.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

Public Chapter No. 246 / House Bill No. 840

- i) Section 3. (a) No single family residence shall be moved from an existing foundation to another foundation located within a developed area of single family residences unless:
 - (a) The residence to be moved is consistent with the age, value, size and appearance of existing residences within the developed area of single family residences to which the single family residence is to be moved; and
 - (b) Approval for the movement of the single family residence to a foundation within a developed area of single family residences has been given by:
 - 1. The home owners' association of the development where the residence is to be moved, if a home owners' association is in existence;
 - 2. A neighborhood association where the residence is to be moved which has been in existence for more than one (1) year prior to the date the residence is to be moved, if a neighborhood association is in existence in such area;
 - 3. The regional planning commission, if a regional planning commission is in existence in the area where the residence is to be moved, and subdivision (1) or (2) does not apply;
- ii) Section 4. The residence is consistent with:
 - (a) The age of existing residences within the developed area of single family residences, if the residence to be moved is within ten (10) years of the average age of the existing structures within such developed area;
 - (b) The value of existing residences within the developed area of single family residences, if the valuation of the residence being moved will initially appraise at least at the average appraisal of the existing structures within such developed area after all planned improvements have been completed to the residence once the residence is moved;
 - (c) The size of existing residences within the developed area of single family residences, if the size of the residence being moved is within one hundred (100) square feet of the average size of the existing structures within such developed area; and
 - (d) The appearance of existing residences within the developed area of single family residences as determined by the body giving its approval for the single family residence to be moved to such developed area.



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ONE & TWO FAMILY / TOWNHOUSE / ACCESSORY RESIDENTIAL BUILDING PERMIT APPLICATION

Not Refundable

(OFFICE USE ONLY)

Permit No. _____

Permit Fee \$ _____

Double Fee, if applicable \$ _____

Technology Fee \$ _____ 10.00

Admin. Charge \$ _____ 5.00

Certificate of Occupancy Fee \$ _____

Plan Review Fee (if applicable) \$ _____

Site Assessment Fee (if applicable) \$ _____

TOTAL FEE \$ _____

Please Print Clearly or Type	Contract Value Of Work: \$ _____		Fee Adjustment: \$ _____		Approved by _____	
	PROPERTY ADDRESS					
	Number and Street Name				Suite / Unit Number	
	State Tax Map Number				Zip Code	
	Ownership is: <input type="checkbox"/> Private <input type="checkbox"/> Public (Government)				Lot Number	
Name		Mailing Address – Number, Street, City, ST & Zip Code			Subdivision Name	
Property Owner	First	Last				Telephone Number
	Company					
Contractor	First	Last				
	Company		State Lic. #	County Lic. #	City Business Lic.#	Worker's Comp? Yes <input type="checkbox"/> Exempt <input type="checkbox"/>
Occupant / Tenant	First	Last				
	Company					
Applicant / Agent	First	Last				
	Company or Relationship to Appl.					

TYPE OF IMPROVEMENT

- New Construction
- Addition
- Alteration
- Manufactured Home
- Moved Setup
- Moving of Structure
- Repair/Replace

TYPE OF OCCUPANCY

- Single Family Detached
- Single Family Attached
- 2 Family Residential
- Accessory Structure
- Garage / Carport Attached
- Garage / Carport Detached
- Swimming Pool

NEW BUILDING/STRUCTURE SIZE

Width: _____ ft.

Depth: _____ ft.

Height: _____ ft.

of Stories: _____

PRINCIPAL TYPE OF FRAME

- Steel Frame
- Masonry / Concrete
- Wood Frame
- Other _____

SETBACKS FROM PROPERTY LINE TO NEW STRUCTURE OR ADDITION

Front: _____ ft.

Rear: _____ ft.

Left Side: _____ ft.

Right Side: _____ ft.

Side Street: _____ ft.

of Bedrooms _____

of Off-street Parking Spaces _____

What is to be built, installed, moved, repaired, renovated or demolished? (Explain in detail)

PLANS REVIEW INFORMATION (For Office Use Only)

Sewer Verification: Septic Dye Test Sewer

Zoning Classification: _____

Conditional Zoning: No Yes

Ordinance/Resolution #: _____

Flood District: No Yes

Elevation: _____ ft.

FIRM Map No.: _____

Elevation Certificate: No Yes

Historic District: No Yes

Which Historic District? _____

COA: _____

Overlay District: No Yes

Fire District: No Yes

P.U.D.: No Yes

Variance Granted: No Yes

Case Number: _____

Federal Classification Code: _____

Comments: _____

PERMIT FEES

Total Valuation	Fee
\$1,000 and less	No fee, unless inspection required, in which case a \$25.00 fee for each inspection shall be charged.
\$1,001 to \$50,000	\$25.00 for the first \$1,000.00 plus \$5.50 for each additional thousand or fraction thereof, to and including \$50,000.00
\$50,001 to \$100,000	\$294.50 for the first \$50,000.00 plus \$4.50 for each additional thousand or fraction thereof, to and including \$100,000.00
\$100,001 to \$500,000	\$519.50 for the first \$100,000.00 plus \$3.50 for each additional thousand or fraction thereof, to and including \$500,000.00
\$500,001 and up	\$1919.50 for the first \$500,000.00 plus \$2.25 for each additional thousand or fraction thereof

B102 MOVING FEE

For the moving of any building or structure, the fee shall be \$125.00.

B103 DEMOLITION FEES

For the demolition of any building or structure, the fee shall be:

Residential Structures (maximum of 4 units)	\$125.00
Non-Residential structure up to 35-feet in height And less than 10,000 sq ft & Apartments up to 3 stories	\$250.00
Non-Residential structures over 10,000 sq ft	\$400.00

B104 PENALTIES

Where work for which a permit is required by this Code is started or proceeded with prior to obtaining said permit, the fees herein specified may be doubled, but the payment of such double fee shall not relieve any persons from fully complying with the requirements of this Code in the execution of the work nor from any other penalties prescribed herein.

ATTENTION: A \$5.00 administration fee will be added to each permit. Also, as of August 1, 2004, a Supplemental Technology Fee of \$10.00 will be added to each permit as well.

109.2.4 OTHER FEES

Certificates of Occupancy (New Facility)	\$15.00
Certificates of Occupancy (Conditional)	\$50.00
Certificates of Occupancy (Existing Facility)	\$75.00
Certificates of Occupancy (Beverage License)	\$50.00
Certificates of Completion	\$15.00
Fee for Sewer Verification Letter	\$75.00
Fee for Zoning Letter	\$75.00
Fee for Code Compliance Letter (Basic)	\$50.00
Fee for Code Compliance Letter (detailed)	\$150.00+* { *\$.05/per sq. ft. }

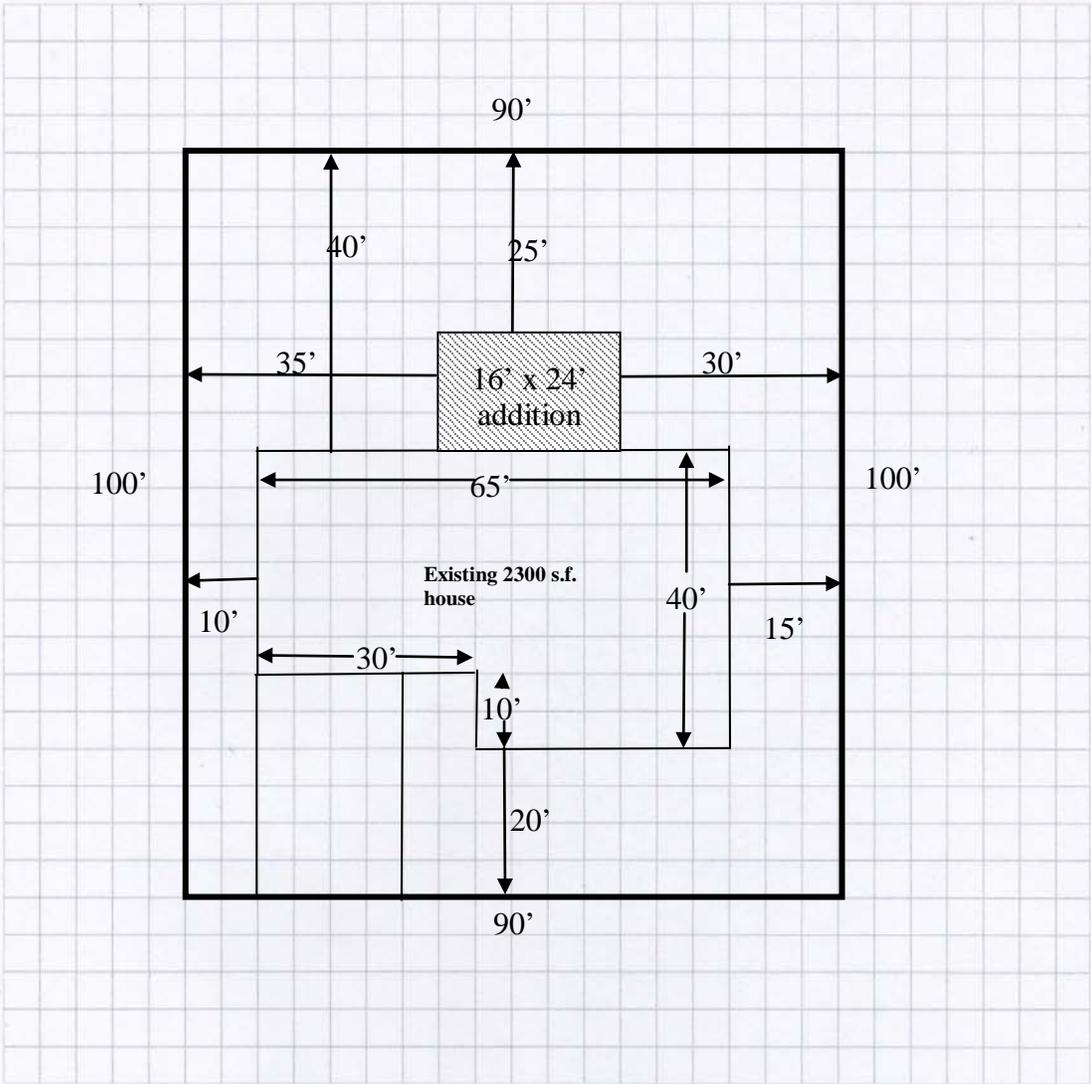
Fee for Code Compliance Letter (warehouse/industrial) \$500.00+* { *\$.02/sq. ft. for each add'l sq. ft. above 10,000}
Fee for Re-inspections (Bldg., Plumbing, Gas, Mechanical, Electrical and Signs) \$50.00
Fee for Permit Transfer \$25.00
Fee for Modular Home Site Investigation \$50.00
Plan Checking Fee (30% of Building Permit Fee)
Phased Construction Plans Review Fee (50% of Building Permit Fee)
Cell Tower Site Review Fee \$100.00
Cell Tower Technical Location Requirements Review Fee \$1,500.00
Construction Board of Appeals:
Fee for 1-2 Family Structure Appeals \$50.00
Fee for all other appeals \$100.00
Fee for Variance Request to Board of Zoning Appeals \$100.00
Fee for any construction on a structure in any Historic Zone \$25.00
Fee for any construction on a structure which requires the issuance of a Certificate of Appropriateness (COA) or
Certificate of Extreme Hardship (CEH) \$25.00
Fee for Appeal to the Northshore Design Review Committee \$100.00
Fee for Appeal to the Downtown Overlay Committee \$100.00
Staff Plans Review Fee for submission to the Northshore Design review Committee, or the Downtown Overlay
Committee \$25.00
Fee for Appeal to the Board of Sign Appeals \$100.00
Fee for Floodplain Variance Request \$100.00
Fee for Fire District Removal Request \$100.00

All of the fees in 109.2.4 shall be nonrefundable unless in the determination of the Administrator of Public Works, the department has not completed sufficient review to justify the entire fees for Phased Construction Plans Review or Cell Tower Technical Location Requirement Review due to the withdrawal of an application prior to review. In such incidents, any proportional refund shall be in the sole discretion of the Administrator of Public Works.
(Ord. No. 12638, § 1, 8-21-12)

SITE PLANS MUST SHOW ALL PROPERTY LINES AND DIMENSIONS

- Drawn to Scale: 1 square = _____
- Feet Not Drawn to Scale = Total Acres _____

Show dimension of all lot lines and relationship to all rights-of-way that adjoin lot. Show all proposed driveways and walkways. Show dimensions of the structure(s) to be built. Include all projections: porches, landings, decks, bay windows, carports, etc. Show square footage to include attached or detached garage. Show dimensions of setbacks from the property lines and Right of Way to new structure or additions. Show dimensions between existing and proposed structures. Show all easements. Show floodplain info.



I certify that the above information is accurate to the best of my knowledge. I AM THE OWNER or AUTHORIZED AGENT.

My telephone number is: _____ Name (please print): _____

Address of subject property: _____ Lot #: _____ Subdivision: _____

MAP GROUP PARCEL #: _____ Flood Zone: Yes No Elevation (in feet): _____

Number of Floors: _____ Height of Structure: _____ Total square footage of proposed structure(s): _____
Finished Unfinished

Plat Book: _____ Page #: _____ Sewer MF #: _____ Sewer Verification: Yes No