

# Your Guide To Building a Deck (Residential)



Serving Rural, Roane County, Tn.  
And  
(Cities of Kingston, Harriman and Oliver Springs)

County Executive: Ron Woody  
Building Official: Glen Cofer

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## Frequently Asked Questions

### 1. When do I need a residential building permit?

**2012 IRC Section R105.1 Required.** Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any gas, mechanical or plumbing systems, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the *building official* and obtain the required *permit*.

### 2. Do I need a set of plans?

Yes, if structure is over 2500 sq. ft.

### 3. Do I need a building permit for a mobile home, manufactured home or modular home?

Yes, refer to “When do I need a residential building permit” question number 1.

### 4. Why do I need a building permit?

In a word *Safety* – your safety, and that of your family, visitors, guest, and future property owners

### 5. Where do I apply for a building permit?

Apply in person, at the Department of Building and Codes, 308 North 3<sup>rd</sup> Street Kingston, TN. 37763

### 6. What is my property zoned?

To determine your zone, we will need the physical address and/or map and parcel for the property in question.

### 7. What types of payments are accepted?

Check, cash or money order. Sorry, we do not accept debit or credit at this time.

### 8. What time will my inspection be?

Your inspection will be set up the day after it’s called in.

### 9. What time should I call to request an inspection?

Regular office hours are between 8:30 am and 4:00 pm Monday-Friday.

### 10. When can I speak with an inspector?

Between 8:30 am and 9:00 am Monday-Friday being the best time or leave a message and someone will return your call.

### 11. What is the penalty for failing to obtain the proper permit?

Where construction of any work for which a permit is required or commenced before a permit is issued; the permit fees shall be *doubled*.

### 12. How long is a building permit valid?

**R105.5 Expiration.** Every *permit* issued shall become invalid unless the work authorized by such permit is commenced within **180 days** after its issuance, or if the work authorized by such *permit* is suspended or abandoned for a period of 180 days after the time is commenced. The *building official* is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing, and justifiable cause demonstrated.

### 13. Am I required to obtain a permit to build a fence?

Yes, if over seven feet (7) tall in height.

### 14. Am I required to obtain a permit for a swimming pool?

Yes, all swimming pools, hot tubs, and spas that contain over twenty-four inches (24) of water are required to obtain a building permit.

### 15. Do I need a permit for a storage building?

Yes – if that storage building is over two hundred (200) sq. ft. A permit is required even if you purchase the building from a lot and the structure is not on a permanent foundation. All accessory structures require a site plan showing all detached structures on the property, the location of septic tank and lines, utility lines, house, and property lines. It is recommended that you consult your subdivision covenants or deed restrictions, which may address the location and exterior finish of detached structures allowed within your particular subdivision. Roane County does not enforce subdivision covenants.

### 16. How do I know if I'm dealing with a reputable contractor?

- Number one – are they licensed? Tennessee law requires that a general contractor or home improvement contractor be licensed if value of project is over \$25,000. Ask to see proof!
  - Do they have insurance? In most cases, State law requires that they carry workers compensation insurance. Ask to see a Certificate of Insurance.
  - Ask to see some identification. Be sure you know the correct name of the individual you are dealing with his/her address, and telephone number(s).
  - Ask for at least two references – and check them out!
  - Make sure all agreements are in writing! Be sure to reduce all change orders, or contract amendments to writing.
  - Make absolutely sure they obtain the required building permits, and they can call for and pass the required codes inspections! Make sure the building permit is

conspicuously posted before the work begins, and be sure you are furnished with a Certificate of Occupancy Certificate issued by the Codes Department, before making final payment of the contract amount.

**17. Where can I buy a codebook?**

First, determine “which” codebook or books. Be sure to note the correct “edition” that applies to your building project. Roane County is under the 2012 IRC and IBC. You can purchase a codebook directly from ICC [www.iccsafe.org](http://www.iccsafe.org). Copies of the currently adopted codes can be viewed (free of charge) at the office of Building Codes or some of your local bookstores.

**18. Where can I get an electrical permit?**

Check with your local providers. **See page 18.**

**19. How Can I apply for a septic permit?**

This is a State of Tennessee Service. Applications **only** are provided at the office of Building and Codes, 308 North 3<sup>rd</sup> Street Kingston, TN. 37763. Office: 865-717-0695, Fax: 865-717-4176, Statewide: 1-888-891-8332 or visit: <http://tn.gov/environment>.

**20. Do I need a driveway permit?**

Yes, call Roane County Highway Department, 3070 Roane State Hwy Harriman TN. Office: 865-882-9782.

**21. Do I need a burn permit?**

Possibly, contact the Tennessee Department of Forestry Roane County Division at 865-354-1054 or go to [www.burnsaftn.org](http://www.burnsaftn.org).

**22. How do I get an E-911 address?**

Contact the E-911 office located at 330 Cardiff Valley Road, Rockwood, TN 37854. Office: 865-354-0704

# Building a New Deck (Resident) Packet

*Included in this packet, you will find all the information needed to build your new structure. Please contact us at any time with any concerns or questions you may have.*

Your new deck requires permits and inspections in order to ensure that it is safe for your enjoyment. We encourage you to review our **(Residential Code Compliance Guidelines)** that can be reviewed online at [www.roanecounty.gov](http://www.roanecounty.gov).

Note: Roane County requires you to obtain an **E-911 address** and a **driveway permit** before applying for a Building Permit.

## **Permits Required**

Your new deck will require a variety of permits to ensure that it is safe and up to code, including a Septic Permit or Sewer Hookup (**if applicable**), Building Permit, Plumbing Permit (**if applicable**), and a Mechanical Permit (**if applicable**). Please gather the construction documentation specified below and submit an **owner/contractor affidavit** and a **building permit application** (Please note that contractors must be licensed by the State of Tennessee). After the building permit application is filed, have your state licensed HVAC installers submit a mechanical permit application. For an **electrical permit** check with your utility provider (list provided on page 21). Please see our office for your Septic Application and Permit. You will need to contact the **Department of Conservation** for a septic (see pages 9-10).



### **Permit Process**

Many factors affect the speed with which your application(s) are approved. For best results, it is critical that you carefully review your application and design documents prior to submission to ensure that all necessary documents are included and that the design is compliant with county code. Normally, permits can be issued within 1 business day if the applications are complete, accurate, and code-compliant.

### **Construction Document Requirements**

Submitted documents must contain sufficient information for the plan reviewer to be able to review the proposed construction.

#### **Site Plan:**

- Location of property lines.
- Location of all structures. (existing and new)
- Show distant from property lines of all new structures.
- Location of septic tank, field lines or sewer system.
- Location of all utility lines.
- Location of driveway.
- Size of property (sq. ft. or acres) and size of new structure.

### **Inspections**

Your new home will require a series of inspections throughout the building process. At a minimum, your project will require the following:

### **Building Inspection**

- Footing
- Foundation/Slab
- Framing/Plumbing *(if applicable)*
- Insulation/Mechanical *(if applicable)*
- Final

### **Plumbing Inspections**

- In Slab (prior to pouring concrete)
- Rough-in
- Final

### **Electrical Inspections**

- Sorry, **Electrical** services are not provided by our office. Please contact your local utility provider (list provided on page 21). *(if applicable)*

### **Scheduling an Inspection**

For scheduling, please call our office: Roane County Building Codes at 865-717-4230 between the hours of 8:30-am and 4:00-pm for next day inspections.

### **Fees**

Fees are based on the total cost of finished construction.

***Sorry, we are unable to accept credit/debit at this time.  
ONLY, Checks, Cash or Money Orders are accepted.***



# Step 1

# 911 Address

E-911 address can be obtained by calling (865)-354-0704  
(If Applicable)



# Step 2

## Driveway Permit

Please contact the Roane County Highway Dept.

Office: (865)-882-9782

Fax: (865)-882-9784

(If Applicable)



Harriman, TN. 37748

Phone: [865-882-9782](tel:865-882-9782)

Fax: [865-882-9784](tel:865-882-9784)

**Driveway site must be marked w  
stakes, tape, or a material easy t**

Building Permit # \_\_\_\_\_

**DRIVEWAY PERMIT**

DATE \_\_\_\_\_

NAME \_\_\_\_\_

**ADDRESS OF DRIVEWAY SITE**

\_\_\_\_\_  
\_\_\_\_\_

Phone Number. \_\_\_\_\_

Name and distance of nearest

Road or Intersection \_\_\_\_\_

\_\_\_\_\_

Size tile required min. 15" \_\_\_\_\_

All driveways leading into county roads must be at least as high in elevation as county road for a distance of 20 ft.

APPROVED:      YES \_\_\_\_\_      NO \_\_\_\_\_

X \_\_\_\_\_

**APPLICANTS SIGNATURE**

X \_\_\_\_\_

**ROAD SUPERINTENDENT**

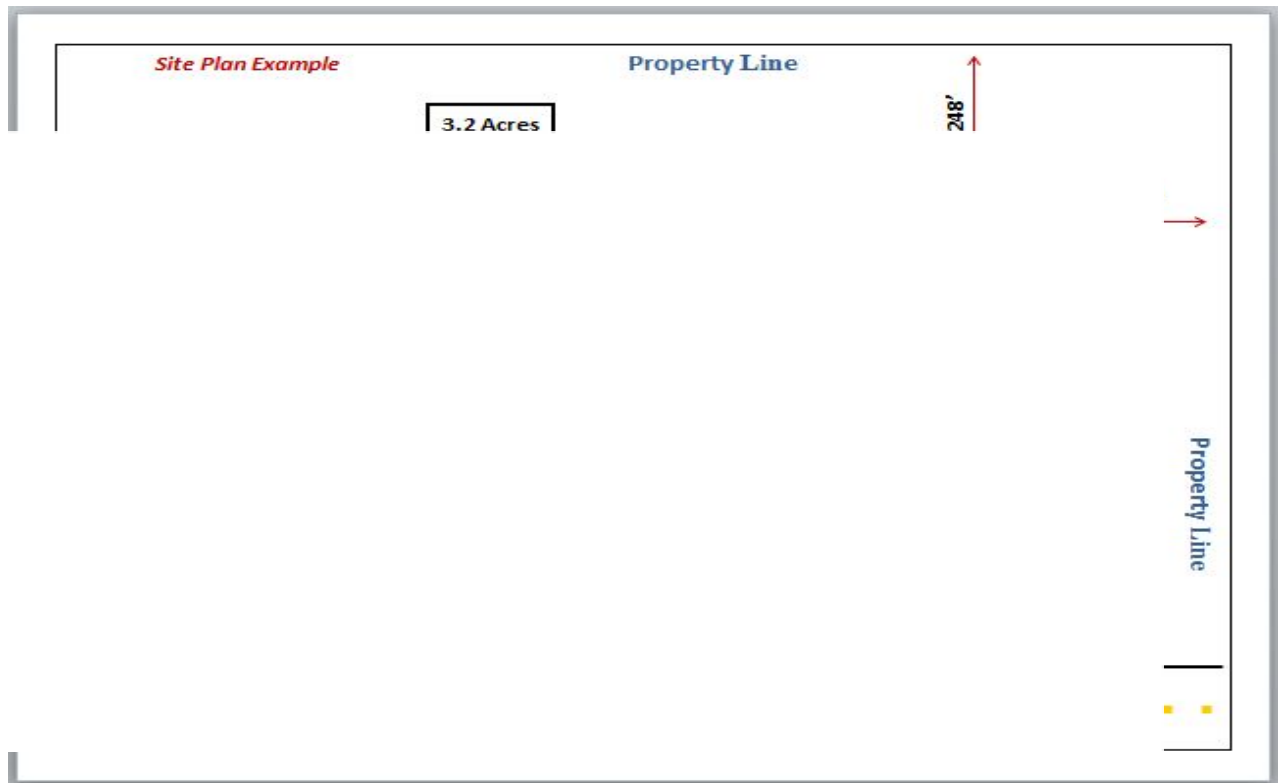
**This permit only serves as a recommendation for drainage tile placement and is not a guarantee of proper water flow. Roane County Highway Department will be held harmless from any damage resulting from altered water flow.**

**SAMPLE**

# Step 3

## Site Plan

(Required on all Structures needing Building Permits)



**EXAMPLE**

## Step 4

# Apply for Permit(s)

(Required for home permit: septic and or sewer, building, plumbing, & mechanical from our office. The electrical and HVAC are done in other offices but are required. You will need to check with your utility provider to determine where to go for those permits.)





## RESIDENTIAL BUILDING PERMIT APPLICATION

### 1. LOCATION OF BUILDING

<b>Address of property:</b>				<b>Subdivision Name:</b>	
<b>City, State, Zip:</b>				<b>MH Park Name:</b>	
<b>Property Identification</b>				<b>Zoning:</b>	
Map:		Ctrl Map:		Group:	Zone:
Parcel:		All of		Part of	Flood Plain: Yes No

### 2. OTHER PERMITS OBTAINED

Sewer/Septic Permit/Inspection Letter: Yes No	Driveway: Yes No
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### 3. TYPE OF BUILDING

Project Description	Purpose of Use	Other Residential	Agriculture
New Structure	Single Family	Garage/Carport	Barn
Addition	Two or More Family	Storage Bldg.	Type:
Repair	No. of Units	Pool	Shed
Replacement	Mobil Home (DW/SW)	Size:	Other:
Relocation	Make:	Shape:	
Remodel	Size:	Type:	
	Year:	Other:	

Ownership: Private Public

### 4. CHARACTERISTICS

Type of Foundation	Type of Sewage Disposal	Roof Type:
Crawl	Public or Private Sewer	Siding Type:
Finished Basement	Individual (septic tank, etc.)	No. Floors:
Unfinished Basement	Type of Water Supply	Total Sq. Ft.:
Other:	Public or Private	No. Bedrooms:
Type of Frame	Individual (well, etc.)	No. Full Baths:
Masonry	Type of Heat	No. 1/2 Baths
Wood	Central Heat/Air	Porch/Deck: Size:
Steel	Other:	Other:
Other:		

### 5. COST (Complete cost of work to be done.)

Total Cost of Improvement:
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### 6. APPLICANT INFORMATION

Print Name:	Signature:
Address:	Phone:
City, State, Zip:	

**SAMPLE**



## ROANE COUNTY CODES ENFORCEMENT PLUMBING PERMIT APPLICATION

Date: \_\_\_\_\_ Address: \_\_\_\_\_  
Bldg. Permit # \_\_\_\_\_ Phone: \_\_\_\_\_

Qty.	Item	Each	Total
	<b>Plumbing Permit (Base Fee)</b>	\$10.00	\$0.00
	Bar Sink	\$2.50	\$0.00
	Bath Sink	\$2.50	\$0.00
	Bath Tub	\$2.50	\$0.00
	Dish Washer	\$2.50	\$0.00
	Disposal Unit	\$2.50	\$0.00
	Drainage and Vent Piping (New Install, Repairs and Alter)	\$7.50	\$0.00
	Floor Drains	\$2.50	\$0.00
	Hose Bib	\$2.50	\$0.00
	Kitchen Sink	\$2.50	\$0.00
	Plumbing In-Slab Inspection	\$12.50	\$0.00
	Sewer/Septic Connection	\$2.50	\$0.00
	Shower Bath	\$2.50	\$0.00
	Utility Sink	\$2.50	\$0.00
	Vacuum Breakers/Back Flow Prevented Ea.	\$2.50	\$0.00
	Washing Machine	\$2.50	\$0.00
	Water Closet	\$2.50	\$0.00
	Water Connection	\$2.50	\$0.00
	Water Heater	\$2.50	\$0.00
	Water piping (new install or repair)	\$7.50	\$0.00
	Whirlpool/Jacuzzi	\$2.50	\$0.00
	Each Additional Device	\$2.50	\$0.00
			\$0.00
<b>RE-INSPECTION FEES:</b>			
	Required Inspections	\$0.00	
	First Re-Inspections	\$0.00	
	Second Re-Inspections	\$25.00	
	Third Re-Inspections	\$50.00	
	Each Additional Re-Inspections	\$50.00	

\_\_\_\_\_  
Company Name (Print)

\_\_\_\_\_  
License Holder's Name (Print)

\_\_\_\_\_  
Company Phone (Print)

\_\_\_\_\_  
License Number (Print)

\_\_\_\_\_  
Water Company

\_\_\_\_\_  
Authorized Signature

1. This permit is only valid when all applicable fees are paid and the receipt numbers documented.
2. Inspections of plumbing installations will be conducted with all applicable codes adopted by Roane County. (2012 International Residential Code)
3. Plumbing inspection shall be scheduled along with the framing inspection.





**ROANE COUNTY CODES ENFORCEMENT  
RESIDENTIAL MECHANICAL PERMIT No:**

Date: \_\_\_\_\_ Address: \_\_\_\_\_  
 Bldg. Permit No: \_\_\_\_\_ Phone: \_\_\_\_\_

Qty.	Item	Each
	<b>Mechanical Permit (Base Fee One Unit)</b>	<b>\$25.00</b>
	Each Additional Unit	\$10.00
	Duct Work (each, unit)	\$7.50
	Gas Piping	\$7.50
	Gas Units (each,)	\$2.50
	Dryer Vents	\$2.50
	Mechanical Vent(s) (each.)	\$2.50
	Each Additional Device	\$2.50
	Chimney Piping	\$7.50

**TOTAL AMOUNT DUE \$**

**RE-INSPECTION FEES:**

	Required Inspections	\$0.00
	First Re-Inspections	\$25.00
	Each Additional Re-Inspections	\$50.00

\_\_\_\_\_  
Company Name (Print)

\_\_\_\_\_  
License Holder's Name (Print)

\_\_\_\_\_  
Company Phone (Print)

\_\_\_\_\_  
License Number (Print)

\_\_\_\_\_  
Address of Company

\_\_\_\_\_  
Owner/Authorized Signature

1. This permit is only valid when all applicable fees are paid and the receipt numbers documented.
2. Inspections of mechanical installations will be conducted with all applicable codes adopted by Roane County.  
(2012 International Residential Code)
3. Mechanical inspection shall be scheduled along with the IECC inspection.
4. Gas type, gas pipe type, along with gas diagram with inlet sizes and pressure, lengths on all runs, longest run length, and total BTU's.
5. Manual J's



# Utilities for Roane County

## **Lenoir City Utilities Board**

200 Depot Street  
Lenoir City, TN. 37771  
1-(844) 687-5282  
lcub.com

## **Rockwood Electric Utilities**

525 North Kentucky Street  
Kingston, TN. 37763  
(865)-354-0514  
rockwoodelectric.com

## **Harriman Utility Board**

300 North Roane Street  
Harriman, TN. 37748  
(865) 882-3242  
hub-tn.com

## **Cumberland Utility District**

3201 Harriman Highway  
Harriman, TN. 37748  
(865) 882-0395  
cumberlandutility.com

## **Watts Bar Utility District**

123 Tawnook Farm Road  
Lenoir City, TN. 37771  
(865) 882-5058  
wbud.org

## **Rockwood Water Department**

110 North Chamberlain Avenue  
Rockwood, TN. 37854  
(865) 354-0163  
rwsd.org

## **Loudon Utilities**

201 Alma Place  
Loudon, TN, 37774  
(865) 458-2091  
loudonutilities.org

## **Roane Central Utility District**

2727 Roane State Hwy  
Harriman, TN. 37748  
(865) 882-5762