

# Your Guide To Building a New Home (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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## Top 21 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 is 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 Home (Residential) Packet**

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

Your new home 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 have a Septic Permit which will include your obtaining an **E-911 address** and a **driveway permit** before applying for a Building Permit.

### **Permits Required**

Your new home will require a variety of permits to ensure that it is safe and up to code, including a Septic Permit or Sewer Hookup, Building Permit, Plumbing Permit, and a Mechanical Permit. 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.

### **Residential homes over 2,500 sq. ft. requires 1 set of plans**

- Foundation
- Floor plan for each level with all rooms labeled with the proposed use and structural details
- Elevations (front, rear, and sides)
- Square footage total (finished and unfinished area(s))
- A current **Residential Energy Compliance Form** must be submitted with permit application
- Homeowner's Affirmation (only if you own the property, will be the general contractor, and will reside in the dwelling)
- Home Builder's License Number (for construction/placement of new dwelling by a licensed contractor)

## **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
- Insulation/Mechanical
- 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).

#### **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)



3070 Roane State Highway

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

## Septic/Sewer

(State Inspector for Septic)

Office: (865)-717-0695

Fax: (865)-717-4176

Statewide: 1-888-891-8332

Or Visit the website:

<http://tn.gov/environment>

(Check with utility provider for Sewer. List provided on page 18)

**SAMPLE**



**TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**  
**DIVISION OF WATER RESOURCES**  
**Land-Based Systems Unit**  
 William R. Snodgrass - Tennessee Tower  
 312 Rosa L. Parks Ave., 11<sup>th</sup> Floor  
 Nashville, TN 37243-1102

**APPLICATION FOR WATER RESOURCES SERVICES**

1. SERVICE REQUESTED: (check service)	APPLICANT COMPLETE QUESTIONS:	FEES DUE	PTBMS CODES V689 Code Supp/Code	
_____ Septic System Construction Permit				
_____ Dwelling.....	2,3,4,7,8,9	\$ _____	78064	Yes
_____ Commercial: gpd.....	2,3,4,7,8,9	\$ _____	78064	Yes
_____ System Modification.....	2,3,4,7,8,9	\$ _____	78064	Yes
_____ Repair.....	2,3,4,7,8,9	\$ _____		
_____ Conventional Construction Inspection.....	2,3,4,7,8,9	\$ _____	78064A	Yes
_____ System Modification.....	2,3,4,7,8,9	\$ _____	78050	
_____ Certificate of Verification.....	2,3,4,7,8,9	\$ _____	78051	Yes
_____ Water Sample				
_____ Total Coliform.....	2,3,4,7,8,9	\$ _____	78056	Yes
_____ Fecal Coliform.....	2,3,4,7,8,9	\$ _____	78058	Yes
_____ Alternative System Perm:*		\$ _____	78068	
_____ Large or Alternative Construction Inspection.....	2,3,4,7,8,9	\$ _____	78068A	Yes
_____ Large Conventional System Plan Review*		\$ _____	78090	
_____ Large or Alternative System Plan Review*		\$ _____	78090	
_____ Experimental System Plan Review*		\$ _____	78072	
_____ Subdivision Evaluation: Lots: _____*		\$ _____	78084	
_____ Soil Mapping: Type _____ Acres _____*		\$ _____		Yes
_____ Installer Permit: Type(s) _____*		\$ _____	78026	Yes
_____ Pumpout Permit: _____*		\$ _____	78028	
_____ Plat Approval - Individual Lot.....		\$ _____	78029	
_____ Domestic Septage Disposal Site Perm:.....		\$ _____	78031	

\*Applicant may review these service requests with a staff member prior to processing application.

<b>2. LANDOWNER:</b>	<b>APPLICANT</b>	<b>ORIGINAL OWNER</b>
Name: _____	Name: _____	Name: _____
Address: _____	Address: _____	
Day Phone: _____	Day Phone: _____	

**3. LOCATION OF LOT OR SITE:** a) In a subdivision? \_\_\_\_\_ b) Name: \_\_\_\_\_ Lot # \_\_\_\_\_  
 c) Non-Subdivision: \_\_\_\_\_ Give specific directions and address to the lot or site \_\_\_\_\_  
 d) Tax Map \_\_\_\_\_ Parcel \_\_\_\_\_

**4. FOR SSSDS PERMIT ONLY:** a) Size of lot \_\_\_\_\_ b) Number of Bedrooms \_\_\_\_\_  
 c) How many occupants? \_\_\_\_\_ d) Excavated Basement? Yes \_\_\_\_\_ No \_\_\_\_\_  
 e) Basement Plumbing Fixtures? Yes \_\_\_\_\_ No \_\_\_\_\_  
 f) Amount of water used monthly (gallons) \_\_\_\_\_  
 g) Water Supply: Public \_\_\_\_\_ Well \_\_\_\_\_ Spring \_\_\_\_\_  
 h) Is the lot staked? \_\_\_\_\_ If not, date it will be staked: \_\_\_\_\_  
 i) Is the house staked? \_\_\_\_\_ If not, date it will be staked: \_\_\_\_\_  
 j) Installer, if known: \_\_\_\_\_

**5. FOR INSPECTION LETTER ONLY:** Well pick up \_\_\_\_\_ Please mail \_\_\_\_\_  
 a) Age of house \_\_\_\_\_ b) Is house vacant? \_\_\_\_\_ How long? \_\_\_\_\_  
 c) Original sewage system inspected \_\_\_\_\_  
 d) Date of previous repairs \_\_\_\_\_ Inspected \_\_\_\_\_  
 e) Is wastewater "backing up" into plumbing fixtures? \_\_\_\_\_ Surfacing on the ground? \_\_\_\_\_  
 f) All wastewater including washing machines routed into septic tank \_\_\_\_\_

**6. FOR WATER SAMPLE ONLY:** a) Source of Supply: Spring \_\_\_\_\_ Well \_\_\_\_\_  
 b) Is there an outside faucet? \_\_\_\_\_ c) Is the source chlorinated? \_\_\_\_\_  
 d) For Wells: Is the casing 6" above the ground? \_\_\_\_\_ Is a sanitary seal on the casing? \_\_\_\_\_

**7. MAKE A ROUGH SKETCH ON BACK OF THIS WHITE PAGE SHOWING DIRECTIONS TO PROPERTY, PROPERTY LINES, HOUSE SITE, WELL LOCATION, SPRING LOCATION, PLANNED DRIVEWAY AND UTILITIES.**

**8. ALL FEES DUE IN ADVANCE AND ARE NON-REFUNDABLE (except upon appeal). See Fee Schedule on reverse.**  
 Make check payable to: **TREASURER, STATE OF TENNESSEE.**

**9. I certify that the above information is true and correct to the best of my knowledge. I have been authorized by the above named landowner to submit this application for Environmental Services to the Division of Water Resources.**

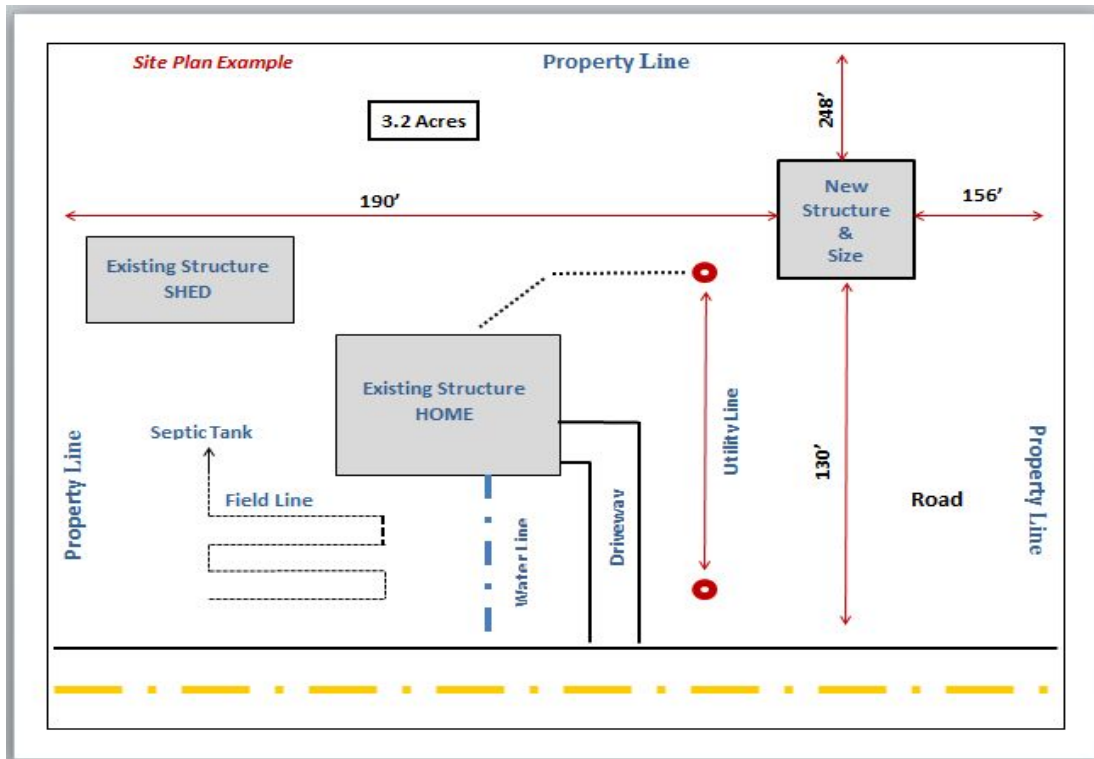
DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ AMOUNT PAID: \$ \_\_\_\_\_ RECEIPT NUMBER: \_\_\_\_\_



# Step 4

## Site Plan

(Required on all Structures needing Building Permits)



**EXAMPLE**

# Step 5

# Energy Code Compliance

Chapter 11 Energy Efficiency

Table 402.1.1

**Roane County is in Climate Zone 4**

(2009 Insulation and Fenestration Requirements by Component)

# Chapter 11 ENERGY EFFICIENCY

TABLE 402.1.1  
2009 INSULATION AND FENESTRATION REQUIREMENTS BY COMPONENT(a)

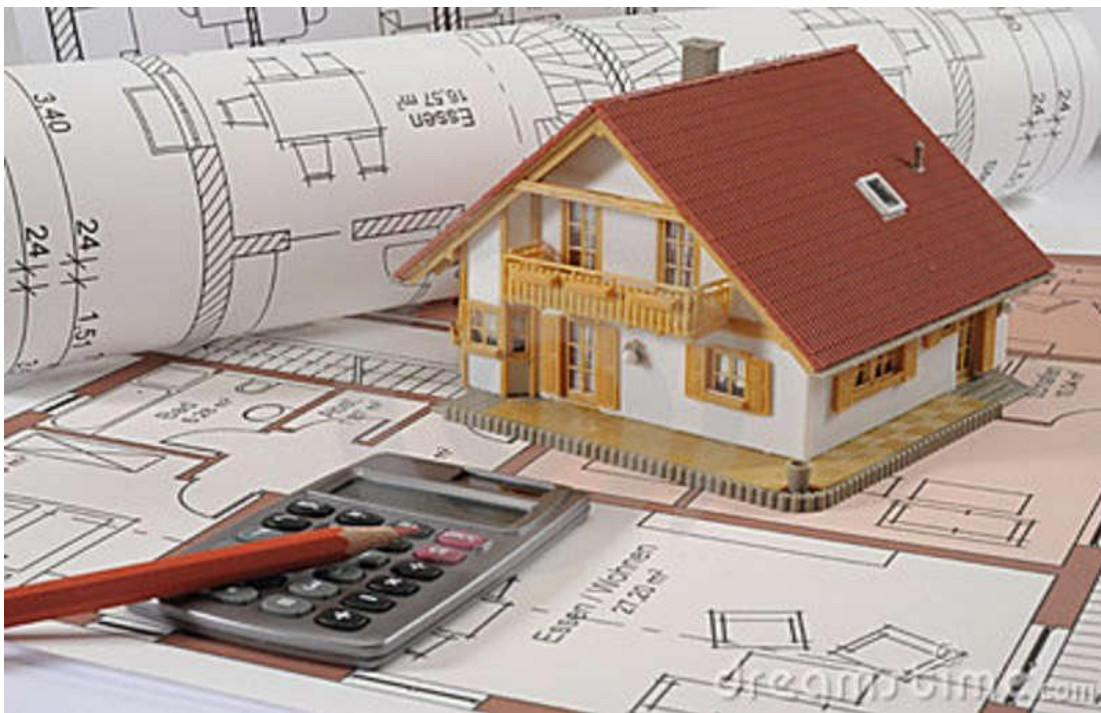
CLIMATE ZONE	FENESTRATION U-FACTOR	SKYLIGHT(b) U-FACTOR	GLAZED FENESTRATION SHGC	CEILING R-VALUE	WOOD FRAMED WALL R-VALUE	MASS WALL R-VALUE	FLOOR R-VALUE	BASEMENT(c) WALL R-VALUE	SLAB(d) R-VALUE & DEPTH	CRAWL SPACE(e) WALL R-VALUE
1	1.20	0.75	0.40	30	13	3	13	0	0	0
2	0.75	0.75	0.40	30	13	4	13	0	0	0
3	0.65	0.65	0.40(e)	30	13	5	19	0	0	5/13
4 EXCEPT MARINE	0.35	0.60	NR	38	13	5/10	19	10/13	10, 2 ft.	10/13
5 & MARINE 4	0.35	0.60	NR	38	19 or 13 +5(g)	13	30(f)	10/13	10, 2 ft.	10/13
6	0.35	0.60	NR	49	19 or 13 +5(g)	15	30(f)	10/13	10, 4 ft.	10/13
7 & 8	0.35	0.60	NR	49	21	19	30(f)	10/13	10, 4 ft.	10/13

Table 402.1.1 depicts insulation and fenestration requirements by component.

# Step 6

## 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

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

2. OTHER PERMITS OBTAINED

Sewer/Septic Permit/Inspection Letter: Yes No Driveway: Yes No

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:

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

Total Cost of Improvement:

6. APPLICANT INFORMATION

Empty grid for 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>	\$25.00
	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  
865-986-6591  
lcub.com

### **Rockwood Electric Utilities**

525 North Kentucky Street  
Kingston, TN. 37763  
865-376-7545  
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

### **Roane Central Utility District**

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

### **Watts Bar Utility District**

238 Mays Valley Road  
Harriman, TN 37748  
865-882-5058  
wbud.org

### **Rockwood Water Department**

110 North Chamberlain Avenue  
Rockwood, TN. 37854  
865-354-4221  
Rwsg.org/

### **Loudon Utilities**

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