

Your Guide To Installing a Pool (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 3rd 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 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. 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 3rd 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.

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

Installing a Pool (Resident) Packet

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

Your new pool 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.

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 pool 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.

Inspections

Your new pool 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
- Installation/Mechanical
- Final

Plumbing Inspections

- Groundwork
- 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., 11th Floor
Nashville, TN 37243-1102

APPLICATION FOR WATER RESOURCES SERVICES

1. SERVICE REQUESTED: (check service)	APPLICANT COMPLETE QUESTIONS:	FEES DUE	PTMIS 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 Permit*.....		\$ _____	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 Permit.....		\$ _____	78031	

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

2. LANDOWNER:	APPLICANT	ORIGINAL OWNER
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 SDDS 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.**

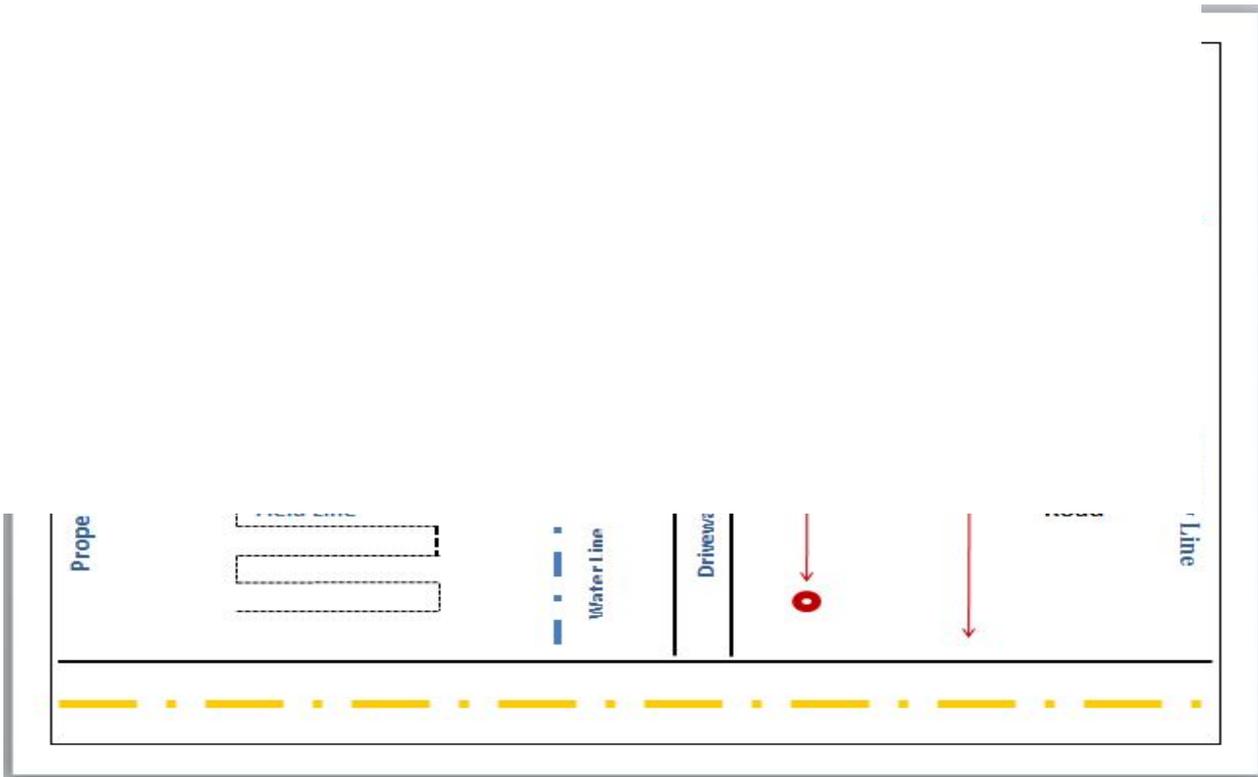
9. I certify that the above information is true and correct to the best of my knowledge. I have been authorized by the above named landowner to submit this application for Environmental Services to the Division of Water Resources.

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

Step 4

Site Plan

(Required on all Structures needing Building Permits)



Step 5

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: Zoning: 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

3. TYPE OF BUILDING

Project Description Purpose of Use Other Residential Use 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
	Plumbing Permit (Base Fee)	\$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
RE-INSPECTION FEES:			
	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
	Mechanical Permit (Base Fee One Unit)	\$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
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