

CHEATHAM COUNTY BUILDING COMMISSIONS OFFICE
Steps to Obtaining a Permit

**COMPLYING WITH BUILDING CODES TODAY TO PROTECT TOMORROW'S
FUTURE**

**RELATED TO THE CONSTRUCTION OF A DWELLING SINGLE WIDE TRAILER
OR A COMMERCIAL BUILDING**

1. CHECK ZONING ON PROPERTY

2. 792-4857 - **ENVIRONMENTALIST**. YOU MUST OBTAIN A SUBSURFACE SEWAGE DISPOSAL SYSTEM PERMIT (SEPTIC PERMIT) WHICH WILL ENABLE YOU TO KNOW YOU HAVE PROPER SOILS. YOU WILL RECEIVE A COPY OF YOUR SEPTIC PERMIT WHICH MUST BE PRESENTED TO US PRIOR TO ISSUANCE OF A BUILDING PERMIT. SEPTIC PERMIT MUST MATCH PLANS AS FAR AS BEDROOMS.

3. 792-4240 - NOTIFY **CHEATHAM COUNTY HIGHWAY DEPARTMENT** FOR A DRIVEWAY PERMIT. THEY MUST BE NOTIFIED EVEN IF DRIVEWAY IS EXISTING. YOU CANNOT RECEIVE A BUILDING PERMIT WITHOUT A DRIVEWAY PERMIT. IF YOU'RE PROPERTY FRONTS A STATE ROUTE YOU MUST NOTIFY T.D.O.T. 792-5177 FOR A PERMIT.

4. 792-4211 – Extension 1 - **ELECTRICAL PERMITS**. YOU WILL NEED TO APPLY FOR AN ELECTRICAL PERMIT FOR ANY TYPE OF STRUCTURE WITHIN OUR COUNTY. THIS COUNTY HAS THREE ELECTRICAL COMPANIES THAT SERVICES OUR AREA. YOU WILL BE REQUIRED TO CONTACT DICKSON ELECTRIC FOR A PERMIT IF WITHIN THEIR JURISDICTION 615-446-9051 **NOTE DICKSON ELECTRIC HAS AN ELECTRICAL INSPECTOR. DWAYNE BAIRD IS THE ELECTRICAL INSPECTOR FOR C.E.M.C. AND N.E.S. HE IS IN THIS COUNTY ON TUESDAY AND THURSDAY ONLY,

5. AFTER RECEIVING A **SEPTIC** AND **DRIVEWAY** PERMIT THEN COME TO THIS OFFICE FOR BUILDING PERMIT. WE REQUIRE A SET OF PLANS TO BE ON FILE WITHIN OUR OFFICE UNTIL COMPLETION AND USE AND OCCUPANCY CERTIFICATE IS ISSUED. IF LICENSED CONTRACTOR YOU WILL NEED TO PROVIDE A COPY OF YOUR LICENSE AND WORKMEN'S COMPENSATION AND ONE FORM OF IDENTIFICATION. ** NOTE IF PERMIT ISSUED FOR SINGLE WIDE TRAILER - WE MUST HAVE FINALS ON BOTH SEPTIC AND DRIVEWAY PERMITS FROM THE PROPER DEPARTMENTS PRIOR TO ISSUANCE OF BUILDING PERMIT. APPLICANT MUST PAY DEVELOPMENT AND ADEQUATE FACILITY TAX AT TIME OF ISSUANCE OF BUILDING PERMIT. WE MUST HAVE CASH OR A CHECK MADE PAYABLE TO CHEATHAM COUNTY BUILDING COMMISSION IF WORK STARTED PRIOR TO ISSUANCE OF BUILDING PERMITS, A PENALTY WILL BE IMPOSED.

6. COST OF FEES IS AS FOLLOWS:

- A. SINGLE WIDE TRAILERS - \$250.00
- B. RESIDENTIAL CONSTRUCTION (ADD ON TO EXISTING OR NEW) ALL UNDER ROOF .60 CENTS PER SQUARE FOOT.
- C. ACCESSORY STRUCTURES NOT ATTACHED TO PRIMARY RESIDENCE ALL UNDER ROOF .30 CENTS PER SQUARE FOOT.
- D. REMODELING PERMIT - .30 CENTS PER SQUARE FOOT
- E. DEMOLITION WAIVER FEE (IF APPLICABLE) - \$50.00
- F. ADEQUATE FACILITY TAX - .10 CENTS PER SQUARE FOOT ALL LIVING SPACE (IF HOME HAS BASEMENT AREA AND NO OTHER GARAGE ON PROPERTY WE WILL ALLOW 500 SQUARE FEET TO BE DEDUCTED FROM THE BASEMENT AREA). ALSO, INCLUDED IN THIS WILL BE ANY AREAS THAT CAN BE TURNED INTO LIVING AREAS (EXAMPLE: BONUS ROOMS OVER GARAGE AREA, ATTIC AREA, UNFINISHED ROOMS ALL OF WHICH HAVE PERMANENT STEPS BUILT UP TO THESE AREAS THAT ARE NOT TO BE COMPLETED AT TIME OF ISSUANCE OF PERMIT).

7. DEVELOPMENT TAX - \$50.00 ** NOTE ** IF LOT IS ON RECORDED SUBDIVISION PLAT IN THE REGISTER OF DEEDS OFFICE, YOU WILL BE CREDITED \$25.00 FOR THE FIRST HALF OF DEVELOPMENT BUT WILL PAY THE REMAINING \$25.00 FOR CONSTRUCTION OF NEW RESIDENCE.

8. CONSTRUCTION WITHOUT PROPER PERMIT PENALTY – Doubled the regular permit fee.

9. SWIMMING POOL PERMIT (ABOVE OR IN GROUND) - \$25.00

10. COMMERCIAL STRUCTURES - \$50.00 PLUS APPENDIX B OF ICC BUILDING CODES FEE

11. TWO SETS OF BLUEPRINTS MUST BE BROUGHT TO THE BUILDING DEPARTMENT. WE WILL KEEP ONE SET IN OUR OFFICE UNTIL HOME IS COMPLETE. THE OTHER SET WILL BE STAMPED AND GIVEN BACK TO YOU.