

# Construction Permit Application and Information

## City of Munford, TN

<b>PLEASE PRINT</b>	<b>OK to issue by:</b>		<b>Date:</b>		<b>PERMIT #</b>	
JOB ADDRESS				SUBDIVISION NAME		LOT #
PROPERTY OWNER'S NAME(S)					STREET NUMBER	
STREET			CITY		STATE	ZIP +
OWNER'S PHONE #	OWNER'S FAX #		OWNER'S CELL		OWNER'S E-MAIL	
CONTRACTOR'S NAME AND MAILING ADDRESS (STREET/PO BOX), CITY, STATE, ZIP CODE					CONTRACTOR LICENSE #	
CONTRACTOR'S PHONE #	CONTRACTOR'S FAX		CONTRACTOR'S CELL		CONTRACTOR'S E-MAIL	
TYPE OF WORK	<input type="checkbox"/> ALTERATION	<input type="checkbox"/> NEW	<input type="checkbox"/> MAINTENANCE	<input type="checkbox"/> DEMOLITION		
	<input type="checkbox"/> REPAIR	<input type="checkbox"/> ADDITION	<input type="checkbox"/> ALTERATION	<input type="checkbox"/> AGRICULTURE		
PERMIT TYPE	<input type="checkbox"/> AGRICULTURE	<input type="checkbox"/> ACCESSORY BUILDING	<input type="checkbox"/> FENCE			
	<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> MANUFACTURED HOME	<input type="checkbox"/> CELLULAR TOWERS			
	<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> SWIMMING POOL	<input type="checkbox"/> USE & OCCUPANCY			
<b>DESCRIPTION OF WORK (Subject to City Approval)</b>						
<b>RESIDENTIAL REQUIRED DATA</b>				<b>COMMERCIAL USE CHECKLIST</b>		
<b>Permit fees are based on the value of the work performed. Indicate the value rounded to the nearest dollar. See schedule of permit fees in instructions)</b>				Existing building area:		square feet
				New building area:		square feet
				Number of stories:		
				Other:		
<b>Valuation:</b>				<b>Valuation:</b>		
Number of bedrooms:				Occupancy groups:		
Number of bathrooms:				Existing:		
Total number floors:				New:		
New building area:		square feet	<b>OFFICIAL USE ONLY</b>			
Garage/carport area:		square feet				
Covered porch area:		square feet	<b>PERMIT FEES</b>		<b>Check #</b>	
Deck area:		square feet				
Other structure area:		square feet	<b>By:</b>		<b>Date:</b>	
<b>OFFICIAL USE ONLY</b>						
SUBCONTRACTOR		NAME		LICENSE #		PHONE #
<b>ELECTRICAL</b>						
<b>MECHANICAL</b>						
<b>PLUMBING</b>						

I hereby acknowledge that I have read this application and state that the above information is correct and agree to comply with all requirements contained herein and City of Munford ordinances regulating building construction.

Applicant Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

# Construction Permit Application and Information

## City of Munford, TN

### BUILDING CODES INFORMATION

**The following codes from the International Code Council have been adopted by ordinance.**

1. 2006 International Building Code (IBC) (excluding Chapter 11, Chapter 27 and Appendix K)
2. 2006 International Residential Code (IRC) (excluding Appendix I and L)
3. 2006 International Fire Code
4. 2006 International Plumbing Code (IPC) (excluding Appendix B)
5. 2006 International Mechanical Code (IMC) (excluding Appendix B)
6. 2006 International Fuel Gas Code
7. 2006 NFPA 101 Life Safety Code
8. 2002 North Carolina Accessibility Code with 2004 Amendments

***Know your codes. It will save you re-inspection fees***

**We place strong emphasis on Seismic requirements and Life Safety issues.**

1. It is the responsibility of the General Contractor and Subcontractor to construct under the directives of these codes and to be knowledgeable of their proper applications.
2. If the homeowner decides to hire a contractor to perform any portion of the work, it is recommended that the contractor obtain their own permit so the City can verify that the contractor is properly licensed and has the required liability insurance.
3. Whenever a homeowner or contractor is issued a permit for any construction within the City, the homeowner/contractor listed on the permit carries the responsibility for all of the construction work, and for ensuring that all facets of the project conforms to the applicable regulations and code provisions of the City of Munford. In addition, the homeowner/contractor carries the responsibility and liability of scheduling and providing necessary access for required inspections. Additional fees may apply for failure to properly schedule inspections. Types of inspections will vary, depending on the scope of work.
4. The building code states that "All construction or work for which a permit is required shall be subject to inspection by the building official and all such construction or work shall remain accessible and exposed for inspection purposes until approved by the building official"
4. City approved plans must be kept on the jobsite during construction and be made available to the inspector. The work must be conducted as approved
6. "CLEAN UP" As a developer or general contractor, you have an obligation to and must keep your job site neat, clean and free of any construction waste that could impact nearby property owners.

### ACCOMPANYING INFORMATION WITH APPLICATION (New Construction)

**RESIDENTIAL: SITE PLAN** (show information listed below)

1. A north indicator.
2. The actual dimensions of the lot drawn to scale.
3. Location and dimension existing structures on lot.
4. Location and dimension of structure being erected.
5. Dimensional setbacks from lot lines to the structure.
6. All easements contained within the lot.

**RESIDENTIAL: 1 SET BUILDING PLAN** (show information listed below)

1. Floor plan for each floor drawn to scale.
2. At least 2 elevations of structure drawn to scale.
3. All rooms, fixtures appliances located & labeled.
4. Doors, windows, & stairways sized on drawings.

Note: All drawings shall show overall dimensions, internal dimensions of each room and dimensional height.

# Construction Permit Application and Information City of Munford, TN

## SCHEDULE OF PERMIT FEES

Total valuation based on \$60.00 (sixty dollars) per square foot. (under roof = heated + unheated)

### TOTAL VALUATION PERMIT FEES

**\$0 to \$20,000** minimum fee \$75.00

**\$20,001 to \$50,000** - \$20 for the first \$1,000 plus \$3.00 for each additional thousand or fraction thereof, to and including \$50,000.

**\$50,001 to \$100,000** - \$167 for the first \$50,000 plus \$2.50 for each additional thousand or fraction thereof, to and including \$100,000.

**\$100,001 to \$500,000** - \$292 for the first \$100,000 plus \$2.00 for each additional thousand or fraction thereof, to and including \$500,000.

**\$500,001 and up** - \$1092 for the first \$500,000 plus \$1.50 for each additional thousand or fraction

All manufactured Homes and Mobile Homes shall be permitted at the same rate as listed in the Schedule of Permit Fees above.

Commercial, Industrial and Assembly Construction shall be permitted at the same rate as listed in the Schedule of Permit Fees above.

All Accessory Buildings shall be permitted at \$75.00 each (includes, but not limited to; storage structures, pools, decks, patios, porches, picnic shelters, carports, and portable carports.)

Cellular Towers shall be permitted at \$10 per foot in height.

Fences shall be permitted at \$25.



# Construction Permit Application and Information

## City of Munford, TN

---

### ITEMS REQUIRED AS PART OF THE CONSTRUCTION PROCESS

#### Residential:

- 1 - Copy of plot plan
- 1 - Copy of house plans (complete set)
  - Termite Treatment Letter
  - Engineers Letter Monolithic Slab
  - (letter available on web site)

#### Commercial:

- 1 - Copy of site plan
- 2 - Copies of Building Plans (stamped)
  - Engineers Letter Monolithic Slab
  - (letter available on web site)

---

### REQUIRED INSPECTIONS

#### For Residential New Construction and Additions Building.

- Footing Inspections: Inspections are required for setbacks, footing depth and widths, and steel rebar
- Foundation Inspections: Made after the grading of the crawl space for drainage, construction of piers, placement of drain line, and location and spacing of anchor bolts (not required for slabs)
- Sheathing Inspection: All sheathing properly nailed, all bolting and fasteners installed, and before any house wrapping applied.
- Insulation Inspection: All insulation must be installed properly. Required by code; (R-13, R-19, R-30)
- Framing Inspection: Will Include mechanical and plumbing rough-in. Electrical rough-in must be approved prior to framing approval

---

### ALL CONSTRUCTION REQUIRES INSPECTION BEFORE IT IS COVERED UP

**Building:** An inspection is required for rebar, footing and foundation, under-floor or concrete slab, rough frame and insulation, final or certificate of occupancy

**Electrical:** Permitted by Southwest Electric and inspected by the State of Tennessee. An inspection is required for temporary power poles, rough electrical, services and final inspection.

**Mechanical:** An inspection is required for rough-in and final inspection.

**Plumbing:** An inspection is required for outside water and sewer, below slab or floor rough-in, top-out and rough-in, gas testing and final inspection.

**FINAL INSPECTION:** (To receive a Certificate of Occupancy)

Structure must be complete and ready to occupy.

Driveway and parking must be installed according to survey.

All refuse containers must be removed from site and grounds must be completely clean of all debris.

House numbers must be posted and visible from street.

---

#### Mail Application To:

**City of Munford**  
**Construction Code Enforcement**  
**1397 Munford Avenue**  
**Munford, TN 38058-6712**

---

### Call for Inspection at 901.837.5972

In most instances if you request an inspection prior to 2:30 pm, It will be made the same day.

**International Residential Code, Chapter 1, 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, convert or replace any electrical, gas, mechanical or plumbing system, 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.