

## Accessory Building and Garage Permit Application Checklist

**Please fill out the application in its entirety and provide all requested documents before submitting.**  
**This will prevent your application from being delayed due to lack of information.**

### Application Requirements:

- Building Permit Application
- Site Plan
- Floor Plan

### Documents for Permit Issuance (Office Will Provide):

- Setback Disclaimer
- Accessory Building Disclaimer
- Inspection Checklist(s)

*Please note that failure to pass an inspection twice will result in an additional \$25 fee for additional inspections.*

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### CONTRACTORS: Additional Required Documentation for Permit Issuance:

- Current Copy of Contractor's License
- Proof of Worker's Comp & Liability Insurance or Exemption from TN
- Current Copy of Plumber's License (minimum LLP) \*Under T.C.A. 62-6-402

**This information will be kept on file and must be renewed before a permit will be issued.**  
**We cannot issue permits to contractors with expired/incomplete documentation.**

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If construction begins prior to the issuance of a permit, permit fees will be **doubled**.



**HAMBLEN COUNTY PLANNING COMMISSION**

**ACCESSORY BUILDING / GARAGE + PLUMBING PERMIT APPLICATION**

Phone: 423-581-1373 / Fax: 423-587-7089

**Date:**

<b>Name of Applicant:</b>	
<b>Current Mailing Address:</b>	
<b>Phone #:</b>	<b>Cell #:</b>

<b>Builder's Name (if different from above):</b>	
<b>Builder's Mailing Address:</b>	
<b>Phone #:</b>	<b>Cell #:</b>

<b>Property Address:</b>
<b>Subdivision Name:</b>

<b>(Office will complete this section.)</b>				
<b>Lot Number(s):</b>	<b>Tax Map:</b>	<b>Group:</b>	<b>Parcel:</b>	<b>District:</b>
<b>Zone:</b>	<b>Setbacks-</b>	<b>Front:</b>	<b>Sides:</b>	<b>Back:</b>

<b>Building Type:</b>	Accessory Building <input type="checkbox"/>	Garage, Attached <input type="checkbox"/>	Garage, Detached <input type="checkbox"/>
	Size (Dimensions): _____		Sq. Ft. _____

Will footings/foundation be constructed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will a new driveway be created?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will there be land disturbance/excavating performed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide description: _____		

<b>Cost of Actual Construction:</b> \$ _____
<i>(Labor and materials only: do not include septic, land, or excavation costs. <b>This figure is required for state report.</b>)</i>

Square Footage will be calculated as follows:			
Accessory Building / Garage (Attached, Detached)	Sq. Ft.=	X \$0.25=	\$
Plumbing (from next page)			\$
Mechanical / Gas (from next page)			\$
Stormwater (to be determined by the Stormwater Department, based on project)			\$

<b>Total:</b>	<b>\$</b>
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Please indicate the number of fixtures proposed for installation below.

Number	Item	Unit Fee	Unit Charge
<b>PLUMBING</b>			
<b>1</b>	<b>Permit Issuance</b>	<b>\$10.00</b>	
	Water Closet (Commode)	\$ 5.00 each	
	Urinal	\$ 5.00 each	
	Lavatory (Bathroom Sink)	\$ 5.00 each	
	Tub (with or without shower)	\$ 5.00 each	
	Shower Stall Only	\$ 5.00 each	
	Bidet	\$ 5.00 each	
	Washing Machine	\$ 5.00 each	
	Laundry Tub	\$ 5.00 each	
	Drinking Fountain	\$ 5.00 each	
	Water Heater	\$ 5.00 each	
	Outside Spigots (Hose Bibbs)-up to 5	\$ 5.00 total (1-5)	
	Over 5 Spigots (Hose Bibbs)	\$ 1.00 each	
	Floor Drain	\$ 5.00 each	
	Vacuum Breakers - up to 5	\$ 5.00 each	
	Over 5 Vacuum Breakers	\$ 1.00 each	
	(RP Type) Backflow Preventer	\$ 10.00 each	
	Repair / Alteration of Drainage / Vent	\$ 5.00 each	
	Water Main Connection	\$ 10.00 each	
	Sanitary Drainage Connection	\$ 10.00 each	
	<b>TOTAL:</b>		

<b>Mechanical</b>			
<b>1</b>	<b>Permit Issuance</b>	<b>\$10.00</b>	
	1-2 Ton Capacity	\$ 5.00 each	
	2-5 Ton Capacity	\$ 10.00 each	
	Over 5 Ton Capacity	\$ 15.00 each	
	Repairs, Alterations or Additions	\$ 10.00 each	
	<b>TOTAL:</b>		

<b>GAS</b>			
<b>1</b>	<b>Permit Issuance</b>	<b>\$10.00</b>	
	Main Line Gas Piping Installation (1-4 outlets)	\$10.00	
	Additional Outlets over 4	\$ 2.50 each	
	First Appliance Hook-Up to Piping System	\$ 5.00	
	Each Additional Appliance Hook-Up	\$ 2.50 each	
	First Vent System Installation	\$ 5.00	
	Additional Vents	\$ 2.50 each	
	<b>TOTAL:</b>		

<b>STORMWATER</b> *Required for all new construction for a one time fee.			
<b>1</b>	<b>Permit Issuance</b>	<b>\$100.00</b>	
	<b>TOTAL:</b>		

**Note: Additional fees may be applied if the following occurs:**

	Inspection Outside Normal Business Hours	\$ 20.00 each	
	Re-Inspection after 2nd Failure to Pass	\$ 25.00 each	
	Inspection (fee not specifically indicated)	\$ 10.00 each	
	Changes, Additions, or Alterations	\$ 10.00 each	
	<b>ADD. FEE TOTAL:</b>		

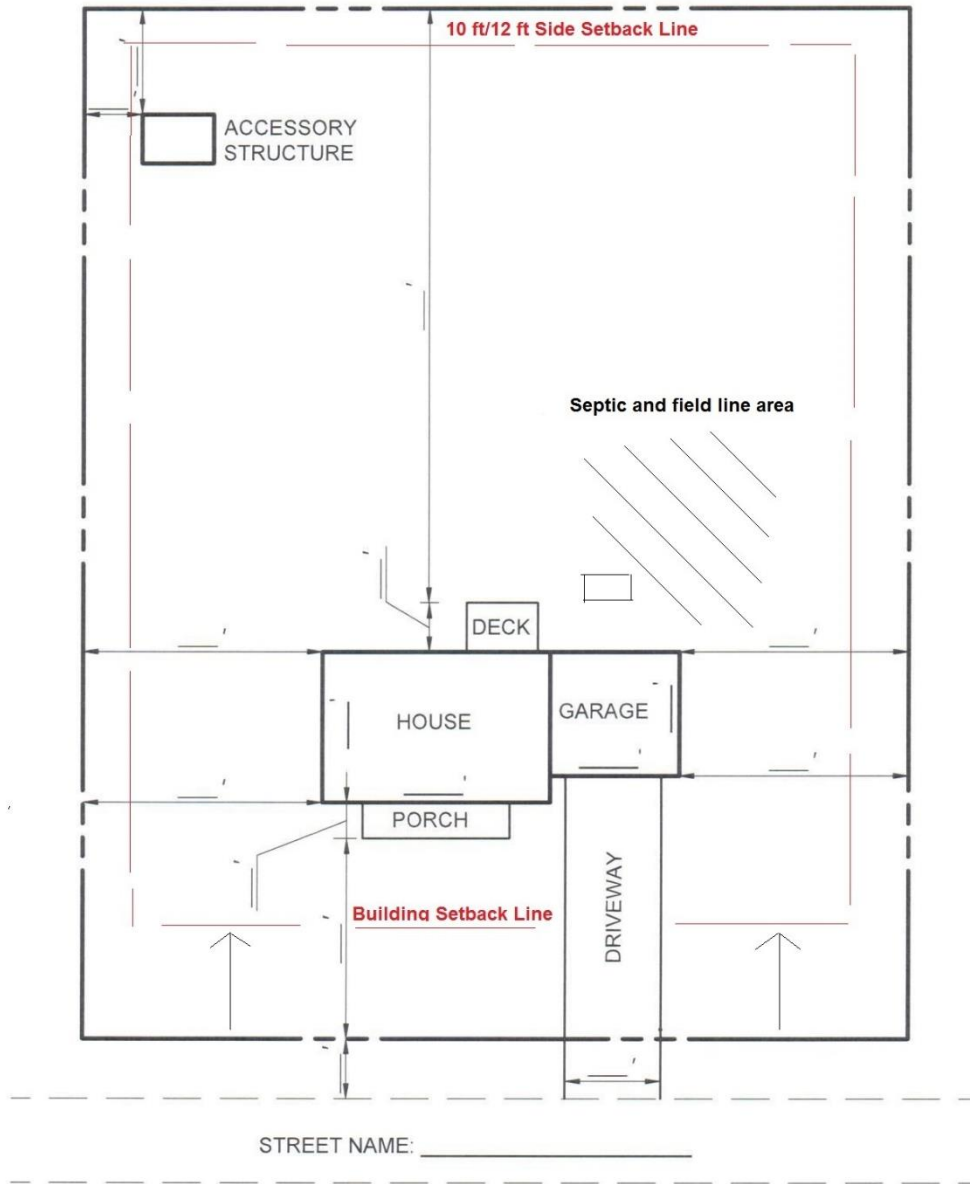
**Note: Anyone beginning work prior to being permitted will be charged double fee of total permit.**

	Total from this page:	
	Total from first page:	
<b>Total to be determined and completed by the Planning staff.</b>	<b>GRAND TOTAL:</b>	<b>\$</b>

### Sample Site Plan

**Please use this page or draw your own on the back.**

**PLEASE IDENTIFY ANY DRAINAGE  
EASEMENTS, PONDS, STREAMS OR  
WETLANDS.**




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#### RESIDENTIAL LOT SITE PLAN

SUBDIVISION AND LOT: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_



## Accessory Building Regulation/Restrictions

### 6.11 Accessory Building Regulations/Restrictions (July 20, 2017)

- A. All accessory buildings shall be located in the **rear or side** of the tract/lot unless the tract/lot is over three acres in which case the accessory building can be located anywhere on the lot. No accessory building on tracts/lots less than three acres shall be greater than 25 percent (25%) of the rear yard measured ten feet from rear of existing structure, ten feet from both sides and rear lot lines. For properties that have no structure, the accessory building shall be deemed the principle structure and shall meet all setback requirements of the principle structure. Location of utility lines and/or septic field and duplicate lines shall be the responsibility of the owner and submitted with the application for a building permit. No accessory buildings shall be placed over utility or field lines. **A site plan shall be submitted for all accessory buildings; however, a site plan for an accessory building on a lot over three (3) acres shall be submitted to the planning commission for review and approval.** No variances will be permitted on any accessory buildings regarding size of building, location or setbacks. (Resolution 17-15)

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Owner/Authorized Agent

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Date