

City of McMinnville,  
Planning & Zoning Department  
101 East Main, McMinnville, TN 37110  
(931) 473-1204 Fax (931) 473-6231

Permit #: \_\_\_\_\_  
Received: \_\_\_\_\_

APPLICATION FOR  
**DECK**  
BUILDING PERMIT

Date: \_\_\_\_\_

PERMITTEE: \_\_\_\_\_

1. DESCRIPTION OF THE WORK TO BE PERFORMED

\_\_\_\_\_  
\_\_\_\_\_

2. SQUARE FOOTAGE: \_\_\_\_\_

3. LOCATION OF CONSTRUCTION

Street #: \_\_\_\_\_ Prefix: \_\_\_\_\_ Street Name: \_\_\_\_\_ Suffix: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ ZIP: \_\_\_\_\_

Is this property within the city limits?  No  Yes Zoning: \_\_\_\_\_

Parcel ID #: CtrlMap: \_\_\_\_\_ Grp: \_\_\_\_\_ Parcel: \_\_\_\_\_ Example: 089 A 030.22

For information on your Parcel ID #, please visit <http://www.assessment.state.tn.us>  
If this property is part of a parent parcel that has not been assigned a Parcel ID #, please use the parent parcel's ID #.

4. OWNER FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

Street #: \_\_\_\_\_ Prefix: \_\_\_\_\_ Street Name: \_\_\_\_\_ Suffix: \_\_\_\_\_

City: \_\_\_\_\_ State: TN ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

5. PERMIT FEES

Total Valuation: \_\_\_\_\_

Permit Fee Total: \_\_\_\_\_

PLEASE MAKE CHECK PAYABLE TO CITY OF MCMINNVILLE

## 5. INSPECTIONS

<b>INSPECTIONS</b>	<b>REQUIRED</b>	<b>APPROVED</b>	<b>NOT REQUIRED</b>
STORMWATER/LAND DISTURBANCE			
PIERS OR FOOTING			
FRAMING PRIOR TO DECK BOARD INSTALLATION			
FINAL			

**Homeowner-Applicant Affidavit for Building Permit:**

Questions - If you answer "No" to any of these questions, you do not legally qualify:

1. I am a record owner of the property on which the work is to be performed and this residential structure is for my own individual use and is not for sale, lease or rent and a homeowner permit has not been obtained by me within the last two (2) years.

Yes  No

2. I will perform all work for which the building permit was issued, except where otherwise noted, and agree to ensure anyone hired must show proof of license where required by state law (\$25,000 or more for materials and labor.)

Yes  No

3. I am not hiring a construction manager to oversee the project.

Yes  No

4. I understand that should I cease to act as the owner-builder of the project, and hire a contractor to complete the project, this permit will be voided and the contractor will apply for a new permit.

Yes  No

I, \_\_\_\_\_, certify by  
[Homeowner Name]

signing below that I have read the important notices document and understand the requirements and responsibilities that accompany a Homeowner's Permit and that I have truthfully completed this application and that I certify availability of a public sewer or obtainment of a septic permit and all licenses or permits required by state or local law or ordinance.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

**CONTRACTOR NAME:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: TN

ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**OR**

Contractor License #: \_\_\_\_\_

Classification:  BC  BC-A  BC-B

**APPLICANT SIGNATURE**

I hereby certify that I have completely read the important notices document and truthfully completed this application and that I have complied with the Business licensing and Workers' Compensation laws of the State of Tennessee\*, that I am properly licensed pursuant to T. C.A. Title 62, chapter 16 and I certify availability of a public sewer or obtainment of a septic permit and all licenses or permits required by state or local law or ordinance.

\_\_\_\_\_  
Signature of contractor/authorized agent

\_\_\_\_\_  
Date

*\* Questions regarding Workers' Compensation should be directed to the Tennessee Department of Labor and Workforce Development at 615-741-2395 or [www.tn.gov/labor-wfd/wcomp](http://www.tn.gov/labor-wfd/wcomp)*

**SITE PLAN FORM**  
City of McMinnville, Tennessee  
Planning & Zoning Department

**INSTRUCTIONS:**

- Sketch your site plan below (do not tape or staple to this form)
- Show property lines and dimensions
- Indicate north direction
- Locate all existing and proposed new buildings with dimensions to property lines
- Show the location and names of street(s) and location of existing or proposed access
- Show septic field (if applicable)
- Indicate location and dimensions of all easements

Date: \_\_\_\_\_ Address: \_\_\_\_\_  
Completed by: \_\_\_\_\_



# City of McMinnville Planning & Zoning Department

## Application for Land Disturbance Permit

### Project name; permit applicant information

Project name:

Applicant name:

Address:

City:  State:  Zip:

E-mail:

Office ph. no.:  Cell no.:

Contact person:

Signature of owner or officer:

Is this an application for renewal of an existing Land Disturbance Permit? Yes  No

### Description of property

Address:

Legal description:

Tax reference #    Example: 091 AA 001.00  
Map # Group #(optional) Parcel # Map # Group # Parcel #

Owner of property of record:

### Description of land disturbance; nature, extent and purpose

Total acreage:  acres Project Acreage:  acres

Will fill material be brought onto site? Yes  No

Will excavated material be removed from site? Yes  No

If Yes, is the other site covered by a Land Disturbance Permit? Yes  No

**Contractors in charge of land disturbing activity & installation and maintenance of erosion prevention and sediment control measures**

**General contractor:**

Address:

City:  State:  Zip:

Contact person:  E-mail:

Office ph. no.:  Cell no.:

**Other contractor:**

Responsibility:

Address:

City:  State:  Zip:

Contact person:  E-mail:

Office ph. no.:  Cell no.:

**Water Quality – Related Issues**

List streams that receive water runoff from site:

Provide copy of State of Tennessee (TDEC) NOI for Construction General Permit.

If the State has issued permit coverage, provide permit tracking no.: TNR14

No of sinkholes on property?  No. of wetlands on property?

This construction will involve the following; indicate number of each:

Stream crossings for utilities	<input type="text"/>	Alteration of wetlands	<input type="text"/>
Improvement to sinkholes	<input type="text"/>	Construction road crossings of waters	<input type="text"/>
Stream restoration or bank stabilization	<input type="text"/>	Alteration of wet-weather conveyances	<input type="text"/>

**CITY USE ONLY**

Received Date	Planning & Engineering No.	Priority Activity / 303d Stream	Inspector/area	Permit Number
SWPPP Approved	MWSD File No.	Pre-Con Mtg. Completed	Pre-Con Insp. Passed	
Threatened & Endangered Aquatic Fauna	Flora Fauna		Latitude	Longitude

**Submit completed application to**

City of McMinnville Planning & Zoning Department  
101 East Main Street  
P.O. Box 7088  
McMinnville, TN 37111

**For more information contact:**

Planning & Zoning at (931) 473-1204  
[www.mcminnvilletenn.com](http://www.mcminnvilletenn.com)

Permit will be issued by the Planning & Zoning Department (2nd Floor, City Hall). Applicant must show proof of Tennessee Contractor's License and current workman's compensation.