



**City of McMinnville
Community Development Department**

101 East Main St.
McMinnville, TN 37110
(931) 473-1204

PERMIT APPLICATION

GENERAL

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

APPROVALS

FOR OFFICE USE ONLY

ZONING : _____

DATE APPROVED: _____

Permit #: _____

BUILDING: _____

DATE APPROVED: _____

Date Received: _____

6. ADDITIONAL APPROVALS

OUTSIDE AGENCIES	REQUIRED	APPROVED	NOT REQUIRED
STATE OF TENNESSEE DIVISION OF FIRE PREVENTION			
STATE OF TENNESSEE DIVISION OF GROUNDWATER PROTECTION			
TDOT			
PUBLIC WORKS			
WATER/WASTEWATER DEPARTMENT			
FIRE DEPARTMENT			
MCMINNVILLE ELECTRIC SYSTEM			

7. INSPECTIONS

INSPECTIONS	REQUIRED	APPROVED	NOT REQUIRED
STORMWATER/LAND DISTURBANCE			
BACKFLOW PREVENTER			
WATER METER			
WATER SERVICE			
SEWER			
FOOTING OR MONOLITH SLAB			
SLAB OTHER THAN MONOLITH			
FLOOR SYSTEM/FOUNDATION			
FRAMING ROUGH-IN			
INSULATION			
PLUMBING ROUGH-IN			
PLUMBING FINAL			
MECHANICAL ROUGH-IN			
MECHANICAL FINAL			
SIGN			
FIRE			
OCCUPANT LOAD			
OTHER			
OTHER			
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*

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: _____