



Bradley County Building Inspections

Single Family Home Permitting Process

Where to Purchase Permits: All permits for Bradley County must be purchased through the Planning and Inspections Office located at 155 Broad Street, NW, Cleveland, Tennessee 37311. We are in the basement of the Courthouse Annex. (You can enter off of Broad Street and come down stairs or off of 1st Street at the red awning.)

Exception: if you are serviced by Cleveland Utilities for your electricity, water, or sewer, you will purchase the required electrical or plumbing permits from the City of Cleveland, Development and Engineering Services, 185 2nd Street NE, Cleveland, TN 37311, and their permitting office may be reached at (423) 479-1913.

Who Can Purchase Permits: An individual may purchase a permit and build a home once every two (2) years and act as their own contractor in the State of Tennessee, only if the individual is taking all financial risk and overseeing all required aspects of construction. The individual may hire sub-contractors to do other aspects of the construction, such as plumbing, electrical, HVAC, etc. The sub-contractor will need to be licensed in the prospective trade as required. State law states; that an individual may not purchase a permit as a homeowner and then hire an un-licensed builder, foreman, or a project coordinator to oversee the project, unless that person holds an active contractor's license. Using a licensed contractor to perform the work makes them responsible for the work performed and provides the homeowner with recourse through the State of Tennessee Licensing Board, should there be a problem. The licensed contractor must obtain the permit for the homeowner to have legal recourse.

Pre-Permit Application: This process has been implemented to insure the proper information is obtained before a permit may be issued. The permit pre-application is used to determine zoning, county road access, addressing, flood plain development, stormwater, and land disturbance. Information obtained is only used to generate the building permit. The following information is required and should be obtained before starting this application:

- Map – Group – Parcel number (If unsure they may be found in the assessor's office on the second floor)
- Square footage of the home's conditioned living space (i.e. living room, bedrooms, kitchen, etc.)
- Square footage of unconditioned space (i.e. garage, unfinished basement, or porches/decks)
- Number of story's of the structure (basement does not count as a story for this number)
- Number of habitable rooms (do not count closets, pantry's, or non-habitable rooms)
- Number of bedrooms, baths, fireplaces, (gas or wood) and number of chimney's (Masonry or Metal)
- Contractors information (Use "Property Owner" if acting as the Contractor)
- Plumbing (how many fixtures, estimated cost)
- HVAC/Mechanical work (estimated cost)
- Site Sketch (It's best to use a copy of the property's plat, and it will need to include: lot dimensions, approximate location of structure that's to be built, drives/paved areas, decks, pools, drains, swales, and/or any other structures on property)

Septic Permit: The State of Tennessee, Department of Environment and Conservation (TDEC) is the regulatory agency that controls all Septic Systems requirements. There are three different options that may apply to your situation: *Public Sanitary Sewer*, *existing Septic Tank*, or a *complete new system*.

1. If you have *Public Sanitary Sewer* available, you will need to obtain proof from the utilities providing this service that this is available on the property in question and you will be connecting to Sanitary Sewer.
2. If you have an existing septic system on the property, you may apply for a *Certificate of Verification*, the *Certificate of Verification** fee is \$100.00.
3. If the previous 2 options are unavailable, an application for a new *septic system** is required. This fee is \$500.00.

DO NOT disturb any soil until the T.D.E.C. official has been there to lay out your septic system.

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Bradley County Building Inspections

Single Family Home Permitting Process

Septic Permit: (continued)

All septic new septic system permits and Certificates of Verification must be filled out and purchased online at: <https://www.tn.gov/environment/program-areas/wr-water-resources/septic-decentralized-systems/wr-sds-septic-tanks.html>. Any questions that aren't addressed on the website above, you may contact the TDEC office at (423) 479-0595. If no answer, leave a message and they will return your call.

Property Address: An address will be determined during the permit approval process for the structure. An existing address may or may not be used.

Building Permit: The permit fee is based on the total estimated cost value of the home. Value as defined by amendment to the 1999 Standard Building Code, is the cost to replace the building in kind.

Land Disturbance Permit: The fee for this permit is \$50.00 for the first acre and \$25.00 for each additional acre, and is payable to Bradley County Planning and Inspections. If any earth is to be disturbed on the site, a Land Disturbance Permit is required in accordance with the Bradley County's Stormwater Policy. If one acre or more is to be disturbed a Permit is required from Tennessee Department of Environment and Conservation, and is in addition to any permits for land disturbance required by the county. The landowner or contractor is responsible for ensuring no dirt, silt, debris, etc., leaves the site and enters onto any adjoining property, street, roadway, or waterway.

Plumbing Permit: The homeowner may obtain a homeowner's plumbing permit if the homeowner is physically doing the work and has not purchased a permit in the last two (2) years. If using a licensed plumber, the licensed individual or company should obtain the permit. The permit fee is based on the amount of fixtures in the house, and is different for each particular job. (Exception: If it is served by Cleveland Utilities Water)

Mechanical / HVAC Permit: The homeowner may obtain a homeowner's HVAC permit if the homeowner is physically doing the work and has not purchased a permit in the last two (2) years. If using an individual or company installer, they should obtain the permit. The permit fee is based on the value of the installation, and is different for each particular job.

Electrical Permit: This information is given for information purposes only, and is subject to change. Electrical is under the control of the State of Tennessee Department of Commerce and Insurance, Fire Prevention Division. The licensed individual or company should obtain the permit. The fee for the permit varies depending on what inspections are required. If an HVAC system is being installed an electrical permit is required, it should be obtained by the licensed installer. A mechanical permit is also required, in addition to the electrical permit.

All electrical questions should be directed to the State of Tennessee Deputy Electrical Inspector for the area that serves you. Permits can be purchased online at: <https://www.core.tn.gov> or at the City of Cleveland Development and Engineering Services, 185 2nd Street NE, Cleveland, TN 37311, their office may be reached at (423) 479-1913, or at participating Wholesale Supply Group locations.

Steps to using the online system:

1. Visit <https://www.core.tn.gov>
2. On the left side of the screen under "New User", select "Register a new account."
3. To purchase a permit:
4. Select "Apply for a New Type of License Permit or Registration"
5. Then select "Permits -Electrical and Residential"
6. Choose the application for the permit you wish to purchase
7. Follow the steps to complete the application
8. Submit payment.

RESIDENTIAL BUILDING PERMIT APPLICATION



BRADLEY COUNTY PLANNING & INSPECTIONS

155 Broad Street, NW Cleveland, TN 37311-5000
 Phone: (423) 728-7106 Fax: (423) 478-8884

Application Number: _____

Date of Issue: _____

bradleyinspections@bradleycountyttn.gov - <https://bradleycountyttn.gov>

FOR OFFICE USE ONLY INSIDE HATCHED LINES

Assigned Address: _____

City:	Tennessee	Zip:	Is this property inside the Stormwater Implementation (MS4) area and thereby requires a Bradley County Land Disturbance Permit: Yes: _____ No: _____
Zoning Classification:	Flood Map No. & Zone:		

Required Setbacks For The Zone; Front: _____ Rear: _____ Left Side: _____ Right Side: _____

ALL FIELDS BELOW ARE REQUIRED

Tax Map:	Group:	Parcel:	Lot number and Subdivision:	
Property Owner Name:			Email:	
Street Address:		City:	State:	Zip:
Owners Phone:		Contact Name is different from Owner or Contractor:		
Name of road accessing property:		Contact's Cell number:		
Applicants name, if different from owner or contractor:		Applicant's Phone, if different from owner or contractor:		

CONTRACTOR INFORMATION

General Contractor: (If Home Owner, Insert HO, here and move to Description)		Name as it appears on State Contractor's License:		
License No:	Classification:	Limit:	Expiration:	
Street Address:		City:	State and Zip:	
Contact Name:		Email:		
Contacts Cell Number:		Company Phone Number:	Fax Number:	

DESCRIPTION OF PROJECT

Indicate existing structures (if any) on property and addresses to them if applicable.	Project Cost rounded to nearest whole dollar:			
Are you replacing any existing structure?	Permit Fee:	Cash	Check No.	Card

RESIDENTIAL BUILDING PERMIT APPLICATION

Detailed project description: (New house, addition, remodel, barn, garage, etc.)

Number Stories?	Total Rooms?	Bedrooms?	Full Baths?	Half Baths?	Fire Place?	Chimneys?			
UNF BSMT sq ft	FIN BSMT sq ft	1st Flr sq ft	2nd Flr sq ft	3rd Flr sq ft	4th Flr sq ft	Deck/Porch sq ft	Garage sq ft		

UTILITY PROVIDERS

Water: Cleveland Utilities: _____ Savannah: _____ Ocoee: _____ Charleston: _____ East Side: _____ Well: _____

Sanitary Waste Disposal: Septic System: _____ Public Sewer Provided by: _____

A TDEC permit and approval is required for a septic system or a letter from the sewer provider.

Electricity: Cleveland Utilities: _____ Volunteer Energy Cooperative: _____

SIGNATURE AND CERTIFICATION BY APPLICANT

I certify, under penalty of law being the applicant for this building permit, and by attaching my signature, I do hereby declare and warrant that the statements contained in this document and those submitted with this document are true and correct to the best of my knowledge, information, and belief and will abide by all condition of this permit and subsequent laws of Bradley County and The State of Tennessee during the life of this permit. This Permit shall become invalid if authorized work is not commenced within thirty days of issuance or if work is suspended or abandoned for a period of six months. This permit is issued with the distinct understanding that the building for which this permit is issued is to be built in strict accordance with all adopted codes of Bradley County and the State of Tennessee. It is also the responsibility of the permittee to consult and obtain a land disturbance permit if required by the Tennessee Department of Environment and Conservation (TDEC) even if the property in question does fall within the Bradley County Stormwater MS4 Implementation area.

By attaching your signature below you are verifying that you have read and understand the above information.

Signature of Owner or Applicant

Printed Name of Owner or Applicant

Application Date

Approved by Planning and Inspections Official

Issue Date

**BEFORE BEGINNING WORK Please contact the
Bradley County Road Department for all drive-way
connections permits at 423-728-7006**



LAND DISTURBANCE PERMIT APPLICATION

BRADLEY COUNTY BUILDING INSPECTIONS

Permit No. _____

155 Broad Street, NW * Cleveland, TN 37311

www.bradleycountyttn.gov

Phone: (423) 728-7106

Fax: (423) 478-8884

Permit Issue Date: _____

Please print clearly or type.

1. PROPERTY OWNER INFORMATION

Property Owner Name or Business Name			Phone		Email	
Owners Street Address			City		State	Zip
Contact Name:			Contact Cell Number:		Contact Email Address:	
Tax Map	Group	Parcel	Subdivision		Lot No. (If applicable)	
Assigned Street Address			City		State Tennessee	Zip
Land Disturbance Permit Req'd	Amount to be disturbed:	Project Priority Level		TDEC Permit Number		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Acres <input type="checkbox"/>				

LEVEL 1 CERTIFIED EROSION INSPECTOR

License No	Classification	Expiration	Company
Contact Name:		Contact Cell Number:	Contact Email Address:

Pre-Construction Checklist: Initial that you have read and understand that the following items must be accomplished before construction begins;

<input type="checkbox"/>	Silt fence or other sediment barriers has been properly installed along topographical contours down slope of the area to be disturbed prior to any grading, clearing and/or any other construction activity. Soil, sand, rock or other debris will be kept off the roads and out of storm drains and if for any reason some escapes the construction site, the debris must immediately be physically removed. Excavated topsoil to be reused must be stockpiled and encircled with properly installed silt fencing.
<input type="checkbox"/>	This site shall contain a stone construction entrance. The stone shall be 3 - 4 inch in diameter, 8 inches deep and shall be kept clean by adding more stone if needed. (Minimum eight inches deep, 50 foot length, 20 foot width.)
<input type="checkbox"/>	60 foot Vegetative buffers or other protection must be provided along streams, rivers, and ponds to avoid erosion of banks.
<input type="checkbox"/>	Stabilization measures must be performed within seven (7) days in portions of the site where construction activities have temporarily or permanently ceased, and within fifteen (14) days after final grading.
<input type="checkbox"/>	Designated areas such as non-disturbance forested buffer must be marked off and protected. Heavy equipment should not be operated or stored, nor materials handled or stored, within these areas.
<input type="checkbox"/>	Building and waste materials, and non storm water discharges, such as concrete, paint wash water, or machinery leakage or spillage must be managed to prevent them from entering the storm water system, ground water or nearby water body.
<input type="checkbox"/>	BMPs (Best Management Practices) must be inspected by a qualified person who has passed an approved erosion and sedimentation course.
<input type="checkbox"/>	Erosion prevention and sediment controls must be inspected weekly and 24 hours after rain event. The permittee shall maintain record of such inspected and repairs. These records must be kept on site or in the office of the responsible person and available for review at any time by Stormwater personnel or Building Inspections.

I certify, under penalty of law, that I have reviewed this document and understand the erosion prevention and sediment control requirements here in. I agree to implement and follow the provisions of the permit for the construction site. I understand that these requirements will be inspected and enforced by Bradley County and failure to comply may result in the issuance of a "stop work order" and/or other penalties until compliance is accomplished. The undersigned will be responsible for complying with this permit and any provisions of Bradley County Stormwater ordinance.

First and Last name of Permittee		Date
Permit Issued By:	Amount Due	Amount Paid

DISCLOSURE STATEMENT AND NOTICE OF NON-LICENSED OWNER'S INTENT TO BUILD

Tennessee state law requires residential construction to be done by licensed contractors. You are applying, or have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own builder even though you do not have a license. You must supervise the construction yourself. You may only build a single family residential building. The building must be for your own use and occupancy. It may not be built for sale or rent. If you sell or rent a building you have built yourself within two years after the construction is complete, the law will presume that you originally built it for sale or rent, which is a violation of this exemption.

You may not hire an unlicensed person as your residential builder or specialty contractor. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances. ~~You must maintain general liability insurance and workers' compensation insurance in the amounts otherwise required of licensed contractors.~~ Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

AFFIDAVIT:

I hereby do attest; understand, and will comply with the above provisions and have personally appeared before the permitting office and signed this 'Disclosure Statement and Notice of Non-licensed Owner's Intent to Build' for the property located at:

Tax Parcel ID: _____

Deed Book: _____ Page: _____ Date: _____

Name of Owner or Owners: _____

Signature: _____

Present Address: _____

City: _____ State: _____ Zip: _____

SWORN to before me this _____ Day of _____ year of _____

Notary Public: _____ My Commission Expires _____

~~THIS FORM MUST BE COMPLETED AND SIGNED BY ALL PROPERTY OWNERS AND FILED AS A MATTER OF PUBLIC RECORD WITH THE REGISTER OF DEEDS, INDEXED UNDER THE OWNER'S NAME IN THE GRANTOR'S INDEX PRIOR TO A PERMIT BEING ISSUED.~~



BRADLEY COUNTY ROAD DEPARTMENT (BCRD)

508 Withrow Road SW
McDonald, TN 37353
Office: 423.728.7006
Fax: 423.478.8899
www.bradleycountyttn.gov

The purpose of the connection/entrance permit, or driveway permit process, is to manage access on the County Road System. Access regulations are necessary in order to preserve the functional integrity of the road system and to promote the safe and efficient movement of people and goods while providing reasonable access to adjoining property owners. Reasonable access means that a property owner will have access to the public road system, but it does not mean that potential patrons are guaranteed the most direct or convenient access from a specific roadway to the owner's property.

When to apply for a BCRD Connection/Entrance permit:

- Before any connection to the county maintained road system of Bradley County is initiated or modified, BCRD shall issue a permit for the work. For new construction, it should be requested at the time application is made for a building permit.
- A permit is required for the addition of a new tile/culvert if one is determined to be needed, whether for an existing driveway or a new connection.
- For all proposed non-county public road connections to county roads by governmental entities, a connection/entrance permit is required from the entity proposing the connection.

When a BCRD Connection/Entrance permit is not required:

- A BCRD connection/entrance permit is not required for new connections to private roads or modifications to existing connections to private roads UNLESS the connection is at a point that it adjoins a county road. In that instance, a BCRD connection/entrance permit would be required.
- When extending an existing driveway tile/culvert or modifying or replacing an existing tile or culvert. In this instance, a work-order is generated and the steps below for "If it is determined a tile/culvert is needed" will apply.

Where to apply for a BCRD Connection/Entrance Permit:

- All connection permit applications are submitted to the BCRD. You may submit by fax to (423) 478-8899, by email to tbishop@bradleycountyttn.gov or via regular mail or hand delivery to 508 Withrow Road, SW, McDonald, TN 37353. You may also call the office at (423) 728-7006 and we can complete your application over the phone for you.

Cost of a BCRD Connection/Entrance Permit:

- There is no initial fee for this permit. However, if the proposed entrance is not properly staked at the time the BCRD inspector makes the site visit for review, you will be required to re-apply and a \$25 re-inspection fee will be charged.

If it is determined a tile/culvert is needed and you choose for BCRD to install:

- The BCRD inspector will determine the size needed. You will purchase the tile/culvert (typically from Bradley Tank & Pipe or the Bradley Co-Op). You can either have the tile/culvert on site for BCRD to install, or we will pick up the purchased tile/culvert if purchased from Bradley Tank & Pipe or Bradley Co-Op and bring with us to install. There is no charge for the installation.

If it is determined a tile/culvert is needed and you choose to install:

- If installing yourself or by someone you have contracted with, an additional permit for working in the right of way is required. To obtain this permit, you or your contractor must provide an insurance Certificate of Liability listing the BCRD as the certificate holder and provide a surety bond for the amount of the work to be performed. The bond will remain in place for one year from the date of issuance. This permit may be obtained at our office once the required documentation is received.

If you have questions or need additional information, please contact us at (423) 728-7006



BRADLEY COUNTY ROAD DEPARTMENT

508 WITHROW ROAD SW

McDONALD, TN 37353

PHONE: 423-728-7006 FAX: 423-478-8889 EMAIL:

tbishop@bradleycountyttn.gov

APPLICATION FOR
DRIVEWAY
ENTRANCE PERMIT

IMPORTANT-APPLICANT TO COMPLETE ALL ITEMS

OWNER/APPLICANT INFORMATION	NAME OF PROPERTY OWNER:			OWNER'S PHONE NUMBER:		
	NAME OF APPLICANT (if not owner):			APPLICANT PHONE NUMBER:		
LOCATION INFORMATION	LOCATION OF TILE: (Road name and address if assigned)				CITY:	ZIP CODE:
	TAX MAP	GROUP	PARCEL	SUBDIVISION (if applicable)		LOT #
PROPERTY USE INFORMATION	Please check which use of the property applies:					
	<input type="checkbox"/> SINGLE FAMILY RESIDENTIAL <input type="checkbox"/> MULTIFAMILY RESIDENTIAL <input type="checkbox"/> NON-RESIDENTIAL (If non-residential please specify use: _____)					

PROPERTY MUST HAVE 2 STAKES IN PLACE TO INDICATE AREA REQUESTED FOR ENTRANCE

COUNTY REQUIREMENTS: *20' Length Minimum *Metal, Concrete or Double Walled High Density Polyethylene Pipe only *No tile smaller than 15 inches (15")	Provide detailed instruction as to where driveway is proposed: <i>(Attach plot plan if available)</i>
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DO NOT WRITE IN THIS SPACE ROAD DEPARTMENT USE ONLY

<input type="checkbox"/> Does not require driveway culvert <input type="checkbox"/> Requires driveway culvert of size _____ Right Vision: _____ FT Left Vision: _____ FT 1-CALL NEEDED: NO _____ YES _____	Is there a curb at time of inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, is it a _____ barrier curb or _____ mountable curb At time of inspection is curb intact? <input type="checkbox"/> Yes <input type="checkbox"/> No Has curb removal been requested? <input type="checkbox"/> Yes <input type="checkbox"/> No Is curb removal a possibility? <input type="checkbox"/> Yes <input type="checkbox"/> No
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1-Call Instructions:

Notes:

Bradley County Road Department Inspector

Date

The owner, architect, contractor and applicant agree to conform to all applicable laws of Bradley County and the State of Tennessee. ****DURING INITIAL INSPECTION OF PROPERTY IF THERE ARE NO STAKES UP TO INDICATE PROPOSED ENTRANCE OF DRIVEWAY, YOU WILL BE REQUIRED TO RE-APPLY AND PAY A \$25 RE-INSPECTION FEE.**

THIS SPACE FOR OFFICE USE ONLY

Application received via: Phone _____ Email _____ Office Visit _____	Application received by:	Date Received:
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<https://call811.com/map-page/tennessee>

1 NOTIFY

Notify your local one-call center by calling 811 or making an **Online** request 2-3 days before work begins. **Go here** <https://call811.com/map-page/tennessee> for information about your local one-call center and **Online** service availability. The one-call center will transmit information to affected utility operators.



2 WAIT

Wait 2-3 days (varies by state; please **go here** <https://call811.com/map-page/tennessee> for state law information) for affected utility operators to respond to your request. On average, between 7-8 utility operators are notified for each request.

3 CONFIRM

Confirm that all affected utility operators have responded to your request by comparing the marks to the list of utilities the one-call center notified. State laws vary on the process for confirmation; please check with your local one-call center for more information. If you see clear evidence of a utility, such as an above ground marker, manhole cover or utility box, but no marks, please call 811 so that utility can be notified.



4 RESPECT

Respect the marks. The marks provided by the affected utility operators are your guide for the duration of your project. If you are unable to maintain the marks during your project, or the project will continue past your request's expiration date (varies by state), please call 811 to ask for a re-mark.

5 DIG CAREFULLY

State laws generally prohibit the use of mechanized equipment within 18-24 inches of a marked utility, which is called the **"tolerance zone"**. If you must dig near the marks, **hand dig** or use **vacuum excavation** to expose the facility. After exposing the facility, avoid using mechanized equipment within the same tolerance zone.



For projects that include new construction site prep, utility installation and repair, adding a fence, installing a mailbox post, gardening, planting trees, landscaping, and any other excavation work.



Bradley County Planning & Inspections Building Department

Attention: Developers, Contractors, Project Foremen, and Homeowners

Building Number - Address, (lot numbers are optional) are to be located and maintained on the property for which inspections are required at ALL times from the start of grade work, until the final inspection is made, at which time, the building number must be placed on the structure as per;

Section R319 of the 2018 – International Residential Code (IRC) and Section 502 of the 2018 International Building Code (IBC)

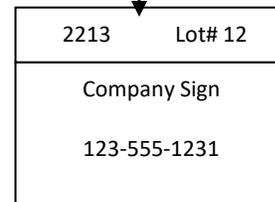
Section R319 Site Address; R319.1 Address numbers

New and existing buildings shall be provided with *approved* address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of $\frac{1}{2}$ inch (12.7 mm). Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building address cannot be viewed from the public way, a monument, pole or other approved sign or means shall be used to identify the structure. Address identification shall be maintained.

Examples of Temporary and Permanent Address Signs;



You can even add a panel on top of your company's sign with the info on it. Lot # is optional.



A simple sign is all that's required during construction and most supply houses will make something similar for you if you ask, it doesn't have to be elaborate or fancy, and it's there to provide information to everyone involved in locating the property such as, utilities, building materials, Porta-potty's, inspector's, etc.



BRADLEY COUNTY BUILDING INSPECTIONS

REQUIREMENTS FOR INSPECTIONS

ADDITIONAL INSPECTIONS MAY BE REQUIRED BY THE BUILDING OFFICIAL

CALL (423) 728-7106 A MINIMUM OF 24 HOURS IN ADVANCE OF NEEDING ANY OF THE REQUIRED INSPECTIONS

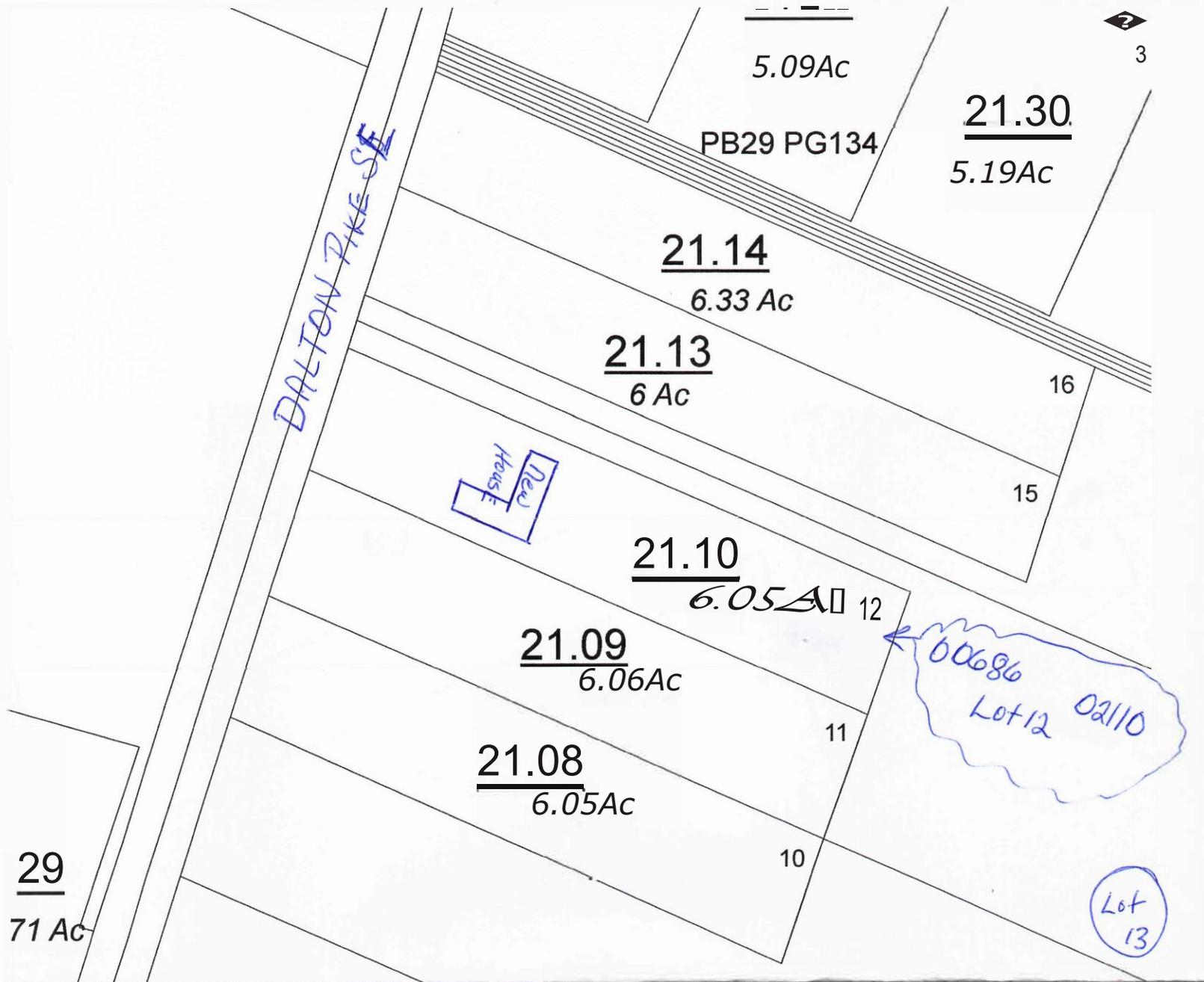
- ❖ **Footing Inspection** – *Inspection to be made when ready to place concrete*
 - Portable toilet facilities must be on site
 - Rock drive installed as per land disturbance ordinance
 - Foundation grounding system installed (U.F.E.R. Grounding system)
 - Bottom of excavated footing trench has been dug no less than twelve (12) inches below grade
 - Reinforcing steel shall be installed as required by plans and code
 - Address posted as per required

- ❖ **Foundation Inspection** – *Inspection to be made when ready for the installation of wood*
 - Foundation walls plumb and true with the proper lintels installed where needed
 - Proper amount and location of foundation vents (If required)
 - Foundation anchor bolts embedded a minimum of seven (7) inch into concrete or grout and be installed no more than six (6) feet apart and a minimum of ½ inch in diameter or as designed by engineer

- ❖ **Framing Inspection** – *Inspection to be made when the following have been completed but before the installation of Insulation*
 - Electrical Rough-in Inspection has been approved
 - Plumbing Rough-in ((Water test must be in place) (If the City of Cleveland has jurisdiction over plumbing their inspection is required to be approved before our rough-in inspection))
 - Mechanical/HVAC Rough-in (Any duct or wiring that will be covered with insulation or walls must be installed)
 - Fuel Gas Rough-in (Pressure test must be in place)

- ❖ **Insulation/Energy Inspection** – *Inspection to be made when ready for sheetrock*
 - Wall insulation and attic baffles installed as required
 - Measuring devices for Loose-fill attic insulation shall be installed during this inspection and as required
 - Ceiling insulation must be installed where it will be inaccessible after sheetrock installed
 - All electrical boxes or other openings in the exterior walls must be sealed with foam or other approved means
 - All penetrations through top and bottom plates must be sealed with foam or other approved means (This includes between floors and other penetrations in floors or ceilings)

- ❖ **Final Inspection** – *Inspection is to be made when construction is completed and property is ready to inhabit*
 - Final Electrical (Inspection is required to be approved before our final inspection)
 - Final Plumbing (If the City of Cleveland has jurisdiction over plumbing their inspection is required to be approved before our final inspection)
 - Final Mechanical/HVAC (All condensate lines installed and condensate properly disposed of)
 - Final Fuel Gas(If no fuel gas supply is installed the termination of the piping must be capped by approved means)
 - Final Grade-work (Land disturbance)
 - Guttering and downspouts installed (Splash blocks installed or piped off to daylight away from house)



In order for us to accurately issue your address and permit we must have the proper information. Please attach a plat of your property, similar to the one above, with your parcel of property identified, and all surrounding street names listed, and have where your structure is planned to be located, driveways to the structure, and any other buildings pools or ponds on the parcel drawn in and labeled. We also must have the correct "Map - Group - Parcel" number. **Without this, we will be unable to issue your address or permit.** Example of a Map/parcel number: **006080L C 01201** this is a fifteen digit alphanumeric designation, it may be listed as **80L C 12.01** but we need the full number too precisely locate your property. Not all parcels use letters, or a Group designation, some only have numbers such as **006080 01202** , You may sometimes see a decimal point in the last section of the number, but we do not use the decimal point in our permitting system.

Yes, this is confusing, and it's just as confusing to us, when we don't have the correct information when trying to locate your parcel.

Site Review Example Sheet