



Bradley County Building Inspections

Single Family Home Permitting Process

Where to Purchase Permits: All permits for the county must be purchased through the Bradley County Planning and Inspections Office at 155 Broad Street, NW, Cleveland, Tennessee 37311, with the exception of those served by Cleveland Utilities. (See notice below.)

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 trade sub-contractors to do other aspect of the construction, such as plumbing, electrical, etc. if the work does not exceed \$25,000.00 per sub-contractor. In the event the work does exceed the said amount, the sub-contractor will also need to have a contractor's license in the prospective trade. 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 him or her responsible under license 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 take 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 property zoning, county road access and frontage for addressing, and information pertaining to flood plain development, stormwater, and land disturbance. The following information is required:

- square footage of the home's conditioned living space (i.e. living room, bedrooms, kitchen, etc.)
- square footage of unconditioned space (i.e. garage or unfinished basement area)
- contractor information (whether acting as your own or hiring a licensed contractor)
- plumbing (i.e. how many fixtures, estimated cost, and who will do the work)
- electrical (estimated cost and who will perform work)
- HVAC/Mechanical work (estimated cost and who will perform work)
- Site Sketch* (will need to include: lot dimensions, approximate location, drives/paved areas, decks, pools, drains, swales, and/or any other structures on property)

All information obtained is used to generate the building permit. The site sketch is used by the Tennessee Department of Environment and Conservation as well as the Building Inspections office.

*Although the sketch does not have to be to scale, please be as accurate as possible with the information provided to prevent errors (see site sketch vs. site plan form)

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.



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For new septic system permits, a site sketch is required and the proposed corners of the house must be marked to show where and how the structure will sit on the property. An Environmental Scientist for TDEC will then review the property and issue the correct permit (*Certificate of Verification or an installation diagram for new septic tanks*). The average review time is 10-14 days after a **completed** application is received. Once the diagram is complete and has been returned to the Building Inspections office, a copy may be obtained and the building permit, if approved, may then be purchased. Septic permits may 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> or at the Building Inspections office. For any questions that aren't addressed on the website above, you may contact the TDEC office at (423) 479-0595. Office hours are Monday through Thursday 8:30 a.m. to 4:30 pm, Friday 8:30 am to 5:00 pm.

* Fees pertaining to septic should be made payable to Treasurer, State of Tennessee.

Building Permit: The fee for this permit is based on the valuation of the home. Value as defined by the 1999 Standard Building Code, is the cost to replace the building in kind. If replacing an existing building, you will be issued the existing address after verification. If not, your new address will be issued at this time. The Pre-Permit Application once approved and all fees are paid, will be converted to the actual Building Permit and then issued an official Permit number.

Land Disturbance Permit: If needed the fee for this permit is \$50.00 payable to Bradley County Planning and Inspections. If any earth is to be disturbed on the site, a Land Disturbance Permit may be required in accordance with the Bradley County's Stormwater Policy. If one acre or more is to be disturbed then a Permit is required from Tennessee Department of Environment and Conservation, and is required 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 into any waterway.

Electrical Permit: The homeowner may obtain a homeowner's electrical 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 electrician, the licensed individual/company should obtain the permit. The fee for the permit varies depending on what is required for each job. If an HVAC permit is required, it should be obtained by the licensed installer as well. Checks should be made payable to Bradley County. All electrical questions should be directed to the State of Tennessee Deputy Electrical Inspector, Dan R. Wilson at (423) 593-7235. Office hours are Monday through Friday 9:30 am to 5:00 pm.

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/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. (See **NOTICE: on next page**)



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NOTICE:

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.

SCHEDULE OF PERMIT FEES: Permitting fees are determined by the valuation provided by applicant for all residential construction. (Exception: Permits listed with flat fees.)

TOTAL VALUATION FEE:

\$1,000 and less:	\$15 (Minimum)
\$1,000 to \$50,000:	\$15 for the first \$1,000 plus \$3.50 for each additional thousand to and including \$50,000.
\$50,000 to \$100,000:	\$186.50 for the first \$50,000 plus \$2.80 for each additional thousand to and including \$100,000.
\$100,000 to \$500,000:	\$326.50 for the first \$100,000 plus \$2.10 for each additional thousand to and including \$500,000.
\$500,000 and up:	\$1166.50 for the first \$500,000 plus \$1.40 for each additional thousand.

RE-INSPECTION FEE: A re-inspection fee of \$25.00 may be assessed per visit after the 2nd visit for the same inspection at the discretion of the Building Official.

PENALTIES: Where work for which a permit is required by the code is started or preceded prior to obtaining said permit, the fees specified shall be doubled, but the payment of such double fee shall not relieve any persons from fully complying with the requirements of the code in the execution of the work nor from any other penalties prescribed herein.

Should you have further questions you may contact this office at 423-728-7106.