



Bradley County Building Inspections

Commercial - Industrial 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: A State of Tennessee, licensed contractor shall obtain all commercial permits and present current copies of their Bradley County Business License, and Certificate of Liability Insurance listing Bradley County Planning and Inspections at the above address.

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, as well as any Flood Plain Development, Stormwater information and Land Disturbance if any. The following information will need to be furnished to the building department for review as per Section 107, of the 2012 International Building Code, (IBC).

Section 107 Submittal Documents

107.1 General

Submittal documents consisting of construction documents, statement of special inspections, geotechnical report and other data shall be submitted in two or more sets with each permit application. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.

107.2 Construction Documents

Construction documents shall be in accordance with **Sections 107.2.1 through 107.2.5.**

107.2.1 Information on Construction Documents

Construction documents shall be dimensioned and drawn upon suitable material. Electronic media documents are permitted to be submitted when approved by the building official. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building official.

107.2.2 Fire Protection System Shop Drawings (Content left off for space.)

107.2.3 Means of Egress (Content left off for space.)

107.2.4 Exterior Wall Envelope (Content left off for space.)

107.2.5 Site Plan (Content left off for space.)

107.2.5.1 Design Flood Elevations (Content left off for space.)



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Septic Permit: The State of Tennessee, Department of Environment and Conservation is the regulatory agency that controls all Septic Systems requirements. There are three different options that may apply. The first is *Public Sanitary Sewer*, another is an *existing Septic Tank*, and the last is a *complete new system*.

1. If you have *Public Sanitary Sewer* available you will need to furnish proof from the utilities providing this service that this is available and you will be connecting to Sanitary Sewer.
2. If you have an existing septic system on the property that you would like to use you may apply for a *Certificate of Verification* for the existing septic system, the *Certificate of Verification* fee is \$100.00.
3. If there is none of the above available then an application for new *Septic System* is required. This application for the septic system is to the State of Tennessee, Department of Environment and Conservation. The cost for this application is \$500.00.

The *Certificate of Verification* or the permit for a *new system* fee's are to be made payable to Treasurer, State of Tennessee. This permit can be purchased here at the Planning and Inspections Office or it may be purchased online at; <https://www.tn.gov/environment/program-areas/wr-water-resources/septic-decentralized-systems/wr-sds-septic-tanks.html>

Along with the site plan, as required above, the proposed corners of the structure must be marked to show where and how the structure will sit on the property. An inspector for the Department of Environment and Conservation will then review the property and whichever is applicable, issue a *Certificate of Verification*, or an installation diagram of where the septic tank and field lines will need to be located for a new system. The average inspection time is 10-14 days after application. Once the diagram is complete and has been returned to the Building Inspections Office, you may obtain a copy of the diagram as well as purchase your Building Permit. Should you have any questions that aren't addressed on the website above, the number to the Department of Environment and Conservation is (423) 479-0597. There is someone in the office to take calls from 8am – 9am, Monday – Friday. Otherwise you can leave a message and they will return your call.

Building Permit: The fee for the permit is based on the valuation of the structure. 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.

Electrical Permit: The licensed electrical contractor shall obtain the permit. The fee for this permit varies depending on what is required for each job; also, if the job requires an HVAC permit, it should be obtained by the licensed installer. Checks should be made payable to Bradley County for electrical permits issued by the county. All electrical questions should be directed to the State of Tennessee Deputy Electrical Inspector, Dan R. Wilson, and he may be reached Monday – Friday 9:30am – 5:00pm at (423) 593-7235.

Plumbing Permit: The licensed plumbing contractor shall obtain the permit. The permit fee is based on the amount of fixtures, 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 on the valuation provided by applicant for all Commercial/Industrial 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, has been started or has proceeded past the point where a permit is required, and was done 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.