



Bradley County Building Inspections

Mobile / Manufactured 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.)

Pre-Permit Application: This process has been implemented to insure the proper information is obtained and reviewed before any permits may be issued. The 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. All information obtained will be used to generate your mobile/manufactured home permit. You will be requested to provide a site sketch* of the property showing lot dimensions, home location and dimensions, any drives and/or paved areas around the home including decks, pool and/or patios, any other structures on the property and any required drains or swales around the home site and their discharge points. This site sketch is used by both the building inspections office and the Department of Environment and Conservation Groundwater Division (TDEC), and please be as accurate as possible with your information to prevent errors.

*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 System 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.

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.

Mobile/Manufactured Home Permit: The fee for this permit is \$50.00 payable to Bradley County Planning and Inspections. The landowner must sign for this permit. If establishing a new residence, the address will be issued at this time, if replacing an existing structure; you may be issued the existing address after verification. You are required by the power utilities to have this permit in order to have your power turned on.



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Land Disturbance Permit: 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 needed the fee for this permit is \$50.00 payable to Bradley County Planning and Inspections. 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: You may obtain a homeowners electrical permit if you as the homeowner are actually doing the work, if you are using a licensed electrician or HVAC installer to perform the work, the licensed party should obtain the required permit. By obtaining the permit as a homeowner you assume all liability for any work performed. You are required to have an electrical permit and if HVAC is to be installed an HVAC electrical permit. The fee's for either permit is \$38.00, \$73.00 if purchasing both at the same time, and be payable to Bradley County. The Deputy Electrical Inspector for Bradley County is, Dan Wilson, and all inspections should be arranged by calling him directly, he answers calls Monday-Friday 9:00am – 5:00pm at (423) 593-7235.

Plumbing Permit: Bradley County does not require a plumbing permit on Mobile/Manufactured homes at this time, but a permit may be required if serviced by Cleveland Utilities. Please see the Note below for more information.

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.

APPROXIMATE FEES REQUIRED FOR MOBILE HOME PERMITTING

With New Septic	\$500.00	With Existing Septic (COV)	\$100.00 (If not on file)
Mobile Home Permit	\$50.00	Mobile Home Permit	\$50.00
Land Disturbance Permit	\$50.00 (If required)	Land Disturbance Permit	\$50.00 (If required)
Electrical Permit HVAC	\$38.00 (If required)	Electrical Permit HVAC	\$38.00 (If required)
Electrical Permit Service	<u>\$38.00</u>	Electrical Permit Service	<u>\$38.00</u>
TOTALS	\$676.00		\$276.00

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