



# Bradley County Planning & Inspections

## Single Family Home Permitting Process

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**Where to Purchase Permits:** All permits for county and the City of Charleston must be purchased through the Planning & Inspections Office located at 155 Broad Street, NW, Cleveland, Tennessee 37311. We are located in the basement of the Courthouse Annex. (West side of Courthouse, you can enter off of Broad Street and come down stairs or off of 1<sup>st</sup> 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 2<sup>nd</sup> 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 one home every two 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 licensed sub-contractors to do other aspects of the construction, such as plumbing, electrical, HVAC, etc. 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.

**Permit Application:** The application process as it is has been implemented to insure the proper information is obtained before a permit is issued. The 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 main 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 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.
3. If there is none of the above available then an application for new *Septic System* is required.

The *Certificate of Verification* or the permit for a *new system* is required to be made online at the following link:  
<https://www.tn.gov/environment/program-areas/wr-water-resources/septic-decentralized-systems.html>



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### **Septic Permit:** *(continued)*

The inspector with TDEC 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. Once any of the documents are complete and have been returned to you, you will need to send a copy of it to this office, as it is required that we have a copy before we issue the building permit.

**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 the existing address may or may not be used, if not the new address will be issued at this time. The permit application once it's approved, septic and other required paperwork received, and fees paid, the Building Permit may be issued.

**Land Disturbance Permit:** The fee for this permit is \$50.00 for the first acre and \$25.00 for each additional acre. 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 maybe required from the Tennessee Department of Environment and Conservation, and is in addition to any permits for land disturbance required by Bradley 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 Mechanical 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.

**Fuel Gas:** The fuel gas contractor shall obtain the permit from this office, unless it is part of the mechanical installation, then it is include with that permit and no fuel gas permit is required. The permit fee is based on the amount of appliances attached, and may be different for each particular job.

**Electrical Permit:** These will need to be purchased at the City of Cleveland, or Wholesale Supply Group, depending on the electrical supplier.

**RE-INSPECTION FEE:** A re-inspection fee of \$25.00 may be assessed per visit after the second visit for the same code violation; this will be determined at the discretion of the Building Official.

**PENALTIES:** Where work for which a permit is required has been started prior to obtaining a permit, the permit fees 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. In some cases no permit will be issued for any work deemed to have been done to the extent that an inspection cannot be completed due to the work being covered by the finishes of the building.