



Town of Kingston Springs

Building and Codes Department

P.O. Box 256

396 Spring Street

Kingston Springs, TN 37082

Off. 615.952.2110 Ext 24

Cell. 615.405.5663

parksj@pvvfd.org

Incorporated 1965

BUILDING PERMIT APPLICATION

Parcel ID#: _____

PERMIT NUMBER

EXP. DATE

PROPERTY OWNER INFORMATION

Property Owner: _____ Phone: _____

Address: _____ City: _____ State: _____

Zip: _____

PROPERTY INFORMATION

Address: _____

City: _____ State: _____ Zip: _____

Directions to job site: _____

Subdivision Name: _____ Lot #: _____

CONTRACTOR INFORMATION

Cheatham County Business License #: _____

TN State License #: _____

Contractor: _____

Address: _____ City: _____ State: _____

Zip: _____

Contact Person: _____ Phone: _____

CONTRACTOR AUTHORIZATION

I, the contractor, authorize the property owner to pursue a building permit under my business license name and number.

Contractor Signature: _____

Date: _____

SITE PLAN REQUIREMENTS

The following information is required to be on the site plan:

- a. Property lines with dimensions
- b. Location and names of all abutting streets and rights of way
- c. Minimum required front, side and rear of building setback lines with dimensions
- d. The approximate outline of all proposed and existing buildings and structures including projections such as fireplaces, bay windows, porches, patio's and deck's.
- e. The approximated outline of all driveways, walkways, swimming pools, retaining walls, and other improvements proposed or existing.
- f. Outline of roof overhands need to be shown however dimensions of overhangs must be listed
- g. Dimensions of building and distances between all structures and the nearest property lines. Dimensions of all projections including bay windows, fireplaces, porches, decks, and eaves.
- h. Location and dimension of all floodplain limits, buffer requirements, and all drainage or any other easements.
- i. Subdivision name, lot number, street address, and zoning.
- j. Required zoning conditions for separation between buildings on adjacent lots specifying where measurement is taken from wall to wall, foundation to foundation, eave to eave, and roof overhang to roof overhang.
- k. Any and all other zoning requirements of the zoning approval square footage requirements, garage single double etc.
- l. Any zoning conditions are to be attached to the site plan and required to be posted in the field.

Other Permit Requirements

911 Address

It is the responsibility of the permit applicant to contact 911 Mapping to get a 911 number for new construction.

Contact # 615-792-1214

The 911 Mapping Official must complete and sign before returning this application

Name of Applicant _____

911 Address Assigned _____

Assigned By: _____

(Signature of 911 Mapping Official)

The Town of Kingston Springs will not issue a building permit without this signed form.

SETBACK REQUIREMENTS

It is the responsibility of the applicant to comply with the placement of any improvements on a lot (footings, foundation, etc.) in accordance with the minimum required building setback lines on the front, rear, and side of the property. These requirements are set by the Zoning District the property is located in, as well as by other plans, plats or restrictive covenants of record. The Town of Kingston Springs and its planning commission will gladly provide information on setback requirements established by the towns zoning ordinance, but is not responsible for providing information or enforcing requirements from plats of record or restrictive covenants.

The applicant must determine that all minimum setback requirements are met and are strongly encouraged to use a licensed surveyor to establish certainty. Additionally, it is the applicant's responsibility to place the improvement within the building envelope and not encroach upon restricted lot areas such as the septic disposal field and public utility and drainage easements.

Should this office question the placement of the building at the time of the footing inspection, a surveyor's certificate will be required. Failure to comply will not guarantee a variance will be granted or required. However, it may have a financial impact on the applicant with regard to third parties such as a mortgage lender. If you have any questions, please contact the Building Inspector.

I have read and understand the Town of Kingston Springs policy regarding setback requirements.

Signature _____ **Date** _____

SITE PLAN

(May include on separate sheet/attachment)

The site plan must show the following to be accepted:

- ___ Distance to and location of any critical area, such as stream, creek, river, irrigation ditch or floodplain
- ___ Street frontage
- ___ Access/Driveway
- ___ Lot Lines and dimensions
- ___ Location of all structures and specific use (any new buildings will require building permit)
- ___ Location of well, septic tank, and drainfield
- ___ Distances between deck and all property lines
- ___ Easements and/or right-of-way and any overhead or underground utility lines

N



I certify that the proposed construction will conform to the dimensions and uses shown above and that no changes will be made without first obtaining approval.

Signature of owner/applicant

Permit Inspection Requirements

1. Your Building permit must be placed where it can be seen from the street.
2. All concrete to be poured will be inspected.
3. Before the framing inspection, call for Plbg / Mech rough-in inspections.
Water lines must have a test gauge installed and maintains 100 psi. Waste lines must be filled and a stack test done with the water in the tubs filled to overflow capacity.
4. Electrical rough-in must pass before the framing inspection will be done.
5. Gas (if installed) must pass before the framing inspection will be done. Gas inspections are done by Greater Dickson Gas Authority in Dickson, TN.
6. DO NOT INSULATE BEFORE THE FRAMING INSPECTION
7. If there are gas lines installed, all gas lines and equipment installed inside the dwelling shall be inspected by the Building Inspector.
8. If a septic tank is required, all state paperwork must be presented. The septic tank must be inspected. City Sewer inspections are done by the Town of Kingston Springs Public Works.
9. Proof of approval of the water line by Second South Cheatham Utility District must be provided.
10. A \$10.00 re-inspection fee must be paid to the Town of Kingston Springs prior to re-inspection being performed. If an inspection fails, no re-inspection will be performed until all corrections are made and the re-inspection fee is paid.
11. Upon completion of construction of new single-family dwellings, you are required by 911 Emergency Service to post your assigned street number on the structure. No Use and Occupancy Certificate will be issued until this is completed.
12. Final Gas, Water and Electrical inspections from each utility are required prior to the final building inspection being done.
13. If there is a new driveway, you must install an 18 inch culvert and a Type II Headwall.
14. Inspections must be called in 24hrs in advance (Minimum), and should be set for Tuesday or Thursday. If weather threatens, all concrete inspections are given a priority.

ZONING VERIFICATION

The Zoning Ordinance can be read online at www.kingstonsprings.net

SUBJECT PROPERTY:

ADDRESS: _____

MAP _____ GRP _____ PARCEL _____

ZONING DISTRICT OF SUBJECT PROPERTY: _____

INTENDED USE OF PROPERTY: _____

Check all that apply:

____ NEW BUILDING CONSTRUCTION WILL OCCUR

____ EXISTING STRUCTURE TO BE USED.

____ REMODELING OF EXISTING LOCATION TO OCCUR.

____ ACCESSORY STRUCTURE ONLY (STORAGE, GARAGE, SWIMMING POOL

____ DRIVEWAY, ROOF OR FENCE STRUCTURE TO BE CONSTRUCTED

I hereby state that I have read the requirements and permitted uses of the Zoning District listed above and understand their limits.

Applicant Signature

Date

Applicant Printed Name

APPLICANT - DO NOT WRITE BELOW THIS LINE

This zoning verification must be signed by the appropriate Town official before ANY building permits can be approved or issued.

____ The proposed use for the subject property is appropriate for its current zoning district.

____ The proposed use for the subject property is NOT appropriate for its current zoning district.

Verified by: _____

Town of Kingston Springs, Tennessee

Date

I hereby certify that all work related to this application will be performed in accordance with all applicable town, and state laws and codes pertaining to building construction, and demolition and the information submitted and contained herein is accurate and correct. I further certify that I am the owner or an authorized agent of the property owner listed in this application, and have authority to make application for work to be performed.

Signature of Applicant: _____ Date: _____

Printed Name: _____ Date: _____

Date: _____

****DOUBLE PERMIT FEES WILL BE CHARGED FOR WORK STARTED PRIOR TO OBTAINING PERMITS****

Permit Fees: Building (32610)
Total sq. ft. _____ X .60 _____

Adequate Facility Tax (310-32620)
Total sq. ft. _____ X .40 _____

Residential Addition (32610)
Total sq. ft. _____ X .60 _____

Residential Remodel (32610)
\$ 50.00

Residential Sewer Hook Up (412-37297)
Tank Gallons _____ X 1.00 _____

Date Paid _____

Amt Paid _____

Receipt No. _____

Office Use Only

Approved/Rejected By _____ on _____

Comments:

Standard Specification
Septic Tank Construction and Installation
Town of Kingston Springs, Tennessee

1. Scope

- 1.1 This specification covers the construction and installation of precast portland cement concrete septic tanks for residential and commercial use in the Town of Kingston Springs, Tennessee
- 1.2 Nothing in this specification shall be construed to deny or supercede the requirements set forth by the State of Tennessee Department of Environment and Conservation. Specifications set forth herein shall be considered to be in addition to the reference standards

2. Reference Standards

- 2.1 ASTM Standards:
C1227-95 Standard Specification for Precast Concrete Septic Tanks
- 2.2 Department of Environment and Conservation, Division of Water Pollution Control Standards

3. Construction

- 3.1 **Materials:** Septic tanks shall be constructed of reinforced portland cement concrete.
- 3.2 Tanks shall be cast monolithically (i.e. one piece construction).

4. Installation

- 4.1 Tanks shall be installed on a clean smooth base, either undisturbed soil or gravel backfill. No projecting bedrock, or stone greater than three inch diameter, shall be allowed in contact with or within four inches of the tank exterior surface.
- 4.2 Tanks installed in locations subject to traffic loads shall be certified by the manufacturer for such installations. Tanks in traffic areas shall meet the requirements of section 4.1 above and must be bedded in a minimum of four (4) inches of graded stone of AASHTO size No. 6 or smaller.
- 4.2 A septic tank effluent filter, such as that manufactured by Orenco Systems, Inc. or equivalent, shall be installed in each tank. Installation of the filter shall be in accordance with manufacturers instructions.

- 4.3 All pipe connections to the tank shall use watertight fittings.
- 4.4 Risers: Risers for access openings shall be constructed of high density polyethelene or concrete.
- 4.41 Concrete risers shall be used to adjust the finished grade of the openings to a point approximately six inches below the ground surface. Risers shall be bedded in portland cement mortar. Riser covers shall be sealed with an elastomeric sealant.
- 4.42 Polyethelene risers shall have the initial segment cast into the concrete tank. Additional segments shall be added as necessary to adjust the finished grade of the openings flush with the finished grade. Joints between riser segements shall be sealed by elastomeric sealant or other approved methods. Riser covers shall be securely fixed to the riser body with stainless steel screws.
- 4.43 Risers in traffic areas shall be of concrete construction. Covers shall be cast iron certified for traffic loads, flush with the surface, and of watertight construction.

To: Residential Sewer Customers
From: The Town of Kingston Springs, Tennessee
Re: Sewer policies and Sewer maintenance

Important Information for Sewer Customers

For Kingston Springs city residents, the following information is vital in dealing with your sewer service. This is only for city residents who are connected to the sewer system.

Basic information: The sewer system is a natural, biological system, which treats the solids in the septic tank and sends the wastewater to the sewer plant for treatment and release. Even though you are connected to the sewer system, you still have a septic tank in your yard. The maintenance for this tank and the service line running from it to the main sewer line belongs to the city. The line running from the house to the septic tank is the responsibility of the homeowner. If it becomes necessary to pump the septic tank, the city will arrange to have that service performed. If your tank has not been pumped in the previous five years, then the expense will be paid by the city. The city will not reimburse for a pumping service that has been hired by the homeowner.

To avoid problems: Pouring grease into your sink is the number one problem within the sewer system.¹ The Sewer Use Ordinance prohibits homeowners from pouring grease into the system. When excessive grease is the reason for the tank needing pumping, the homeowner may be responsible for the expense of pumping. Because it is a violation of the ordinance, the homeowner could also be cited for the violation. It is recommended that grease be poured off into a separate container, such as an empty glass jar with a lid or a coffee can. Also, because the system is dependent upon bacteria, the overuse of garbage disposals for undigested foods can also create a situation that causes the septic tank to become slow in its treatment of waste. Any waste from table food that can be disposed of in the regular trash is going to help avoid that situation and help the system function normally.

IMPORTANT INFORMATION

- It is unlawful to place any type of oil or petroleum product, grease, paint or solvent into the sewer system.¹ Violators will be required to pay for damages and repairs from the violation and may be prosecuted.
- The city will not reimburse homeowners for unauthorized pumping of the septic tank. Contact the city and allow public works to arrange septic tank service. There is 24 hour emergency service pre-arranged by the city.
- It is unlawful to empty tanks from RVs or campers into the sewer.
- Do not open up any "clean outs" that are in your yard. If the green lid becomes damaged or is lost, call the sewer department to replace it. There is no charge to the homeowner.

If you have problems: If you see a discharge on the ground on top of your septic tank or a cleanout, call for the city to come and do an inspection. If you have problems within your house, you may call the city to come and inspect the septic tank. However, most of the time, if there is sewage backing up in the house, the problem is a clogged line before it reaches the tank. This is a repair that the homeowner is required to make at the homeowners' expense. The homeowners must arrange a plumber or make the repair themselves. The city does not have personnel to make these repairs.

To call the city for septic tank problems:
During business hours 952-2110, ext. 13
After business hours 533-2461

In the event that a septic tank must be replaced, the homeowner must work with the Sewer Dept. to arrange to have the work done. The homeowner can be billed by the city for that work or may pay the contractor directly. However, the contractor must be approved in advance of the work by the city.

Adjustments to your bill: If you have a swimming pool or do heavy watering during the summer months, you may purchase a "secondary meter" from the Second South Cheatham Water District, which is connected to your outdoor faucet. This meter is read once a year and an adjustment is made on your sewer bill so that you will not pay for this water that did not go through the sewer. This adjustment is limited to a certain time period of the year. Contact the water company at 952-3094 for information. You may also receive one adjustment to your sewer bill that is based on an unavoidable leak. The leak must be verified by the water company and the adjustment will be based on an average of several months' usage.

¹ The Town's Sewer Use Ordinance and State and Federal laws regulate many other discharge substances that are subject to fines and penalties, both civil and criminal. Policies and Ordinances pertaining to the use of the Public Sewer are on file at City Hall and may be viewed at any time during regular business hours.

SPRINKLER SYSTEM

Application for a building permit will not be accepted until this process has been completed and the appropriate signatures have been acquired on this form.

A sprinkler system is required for this construction in order to be in compliance with the Town's ordinances: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Signature: _____	Date _____
Town of Kingston Springs, Tennessee Building and Codes Official	

THIS FORM MUST ACCOMPANY ALL APPLICATIONS FOR A RESIDENTIAL OR COMMERCIAL BUILDING PERMIT, INCLUDING ADDITIONS AND EXPANSIONS. A COPY OF THE APPROVED SPRINKLER PLAN MUST BE ATTACHED TO THIS FORM FOR STRUCTURES THAT REQUIRE A SPRINKLER SYSTEM.

PRIOR TO BUILDING PERMIT BEING ISSUED:

- Find a **certified/licensed** sprinkler contractor.
- The sprinkler contractor should contact the Second South Cheatham Utility District (SSCUD) for flow and pressure information.
- Once the sprinkler contractor develops a hydraulic analysis, SSCUD will give a cost estimate for the tap required. Backflow information will also be provided by SSCUD to the licensed sprinkler contractor.
- The sprinkler contractor needs to establish what equipment needs to be installed to comply with the Town's ordinance and building codes and develop a sprinkler system plan. *A copy of the ordinance is attached.*
- A copy of the receipt from Second South Cheatham for the water tap must be attached to this page and returned with the building permit application.

GENERAL CONTRACTOR NAME:

SPRINKLER CONTRACTOR NAME:

ADDRESS OF CONSTRUCTION SITE:

TYPE OF CONSTRUCTION: RESIDENTIAL COMMERCIAL

TYPE OF SPRINKLER SYSTEM: WET LINE DRY LINE

SIZE OF WATER MAIN: _____ INCHES

SIZE OF TAP NEEDED: _____ INCHES

FEE FOR TAP: \$ _____

DOUBLE CHECK VALVE NEEDED: YES NO

BACKFLOW PREVENTER NEEDED AT THE METER: YES NO

A COPY OF THE RECEIPT FOR THE WATER TAP MUST BE ATTACHED TO THIS PAGE.
