



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

COMMERCIAL BUILDING PERMIT APPLICATION

Parcel ID#: _____

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: _____

PERMIT NUMBER
EXP. DATE

PROJECT INFORMATION

Description of work: _____

Type of Work: New Remodel Addition

Utility Company: _____

FLOOR AREA (in ft²)

Finished area: _____ Finished Basement Area: _____

Unfinished Basement Area: _____ Garage: _____ Carport: _____

Porch: _____ Deck: _____ Patio: _____ Storage: _____ Other: _____

Total # of Rooms (including baths): _____ # of Bedrooms: _____ # of Bathrooms: _____

Height: _____ ft. Stories: 1 2 3 Number of Buildings/Units: _____

Total # of Fireplaces: _____ Fireplace Type: Metal Masonry Other

Total # of Decks: _____

Current Use of Property: Vacant Residential Agricultural
 Other Commercial

Water System: County City Well Private

Will there be any plumbing covered by concrete in this structure? Yes No

Will this be a Monolithic slab? Yes No

Will there be a crawl space? Yes No

Will there be any sub-walls? Yes No

Will there be a separate garage slab? Yes No

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 town's 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 _____

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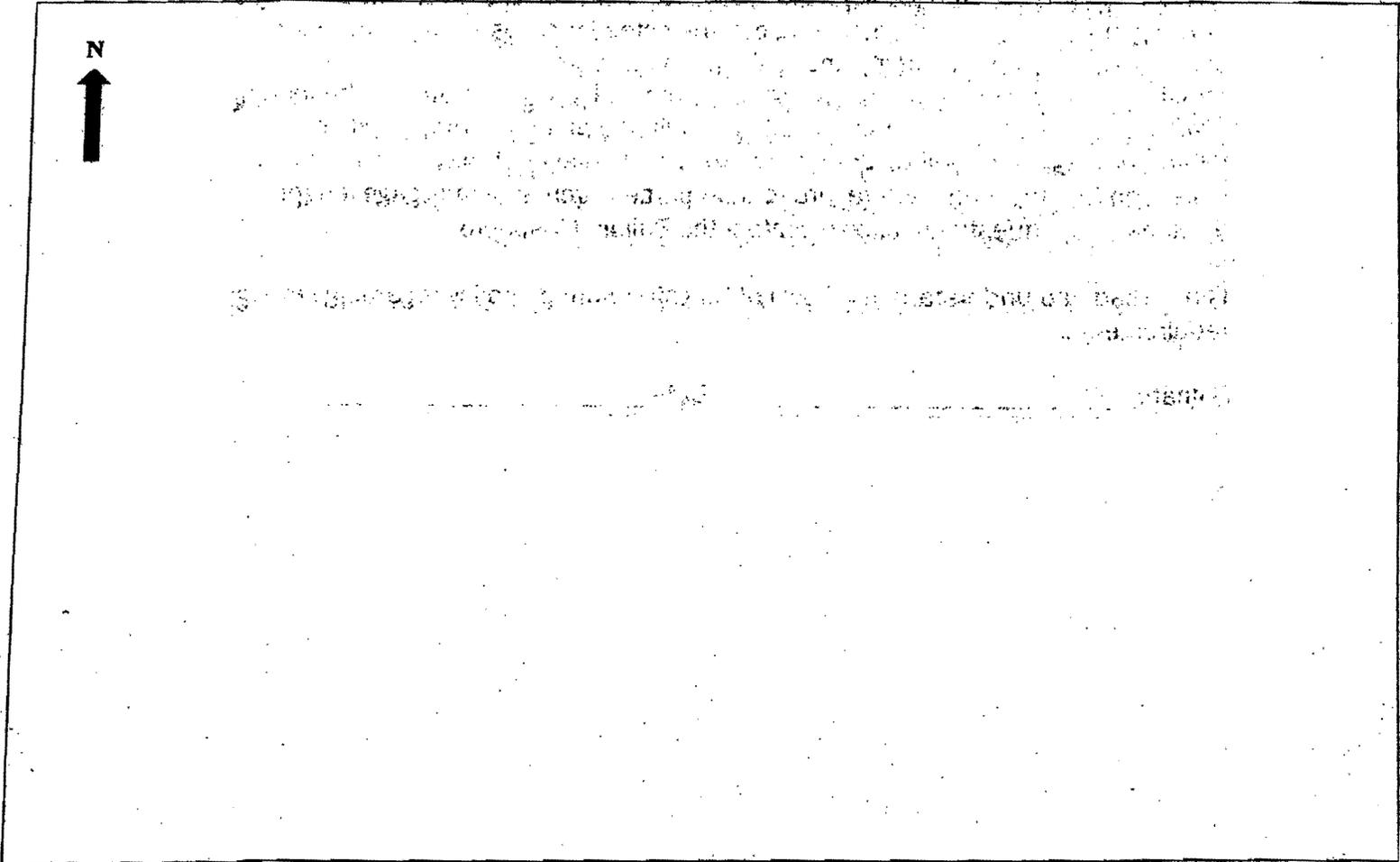
Signature _____ Date _____

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



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

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: _____

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

Permit Fees: Commercial Building (32610)

Total sq. ft. _____ X .60 _____

Commercial Remodel (32610)

Total sq. ft. _____ X .60 _____

Commercial Plans Review (if needed)

\$ 500.00

Commercial Sewer Hook Up (412-37297)

Tank Gallons _____ x 2.00 _____

Date Paid _____

Amt. Paid _____

Receipt No. _____

Office Use Only

Approved/Rejected By _____ on _____

Comments:

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: YES 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.**
