



Town of Kingston Springs  
 Building and Codes Department  
 PO Box 256  
 396 Spring Street  
 Kingston Springs, TN 37082  
 615-952-2110

Applications will be processed in the order received and will be completed as soon as possible once all required submissions are provided by the applicant.

### Commercial Building/Remodeling Permit Application

<b>Type of Permit:</b>	<input type="checkbox"/> <b>New Build</b>	<input type="checkbox"/> <b>Addition</b>	<input type="checkbox"/> <b>Remodel/Repair</b>
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<b>Property Owner Information</b>
Property Owner's Name:
Phone Number:
Email:

<b>INTERNAL USE ONLY</b>
Permit #:
Expiration Date:

<b>Property Information</b>		
Property Address:		
City:	State:	Zip:
Map/Parcel # (leave blank if not known):		

<b>Contractor Information</b>			
Company:	Contact Person:		
Address:	City:	State:	Zip:
Phone:	State of TN License #:		
Cell:	Cheatham County Business License #:		
Email Address:	<b>NOTE: Include Copies of Licenses with Application</b>		

The information submitted in this Project Application may be used by the Town of Kingston Springs and/or any of its contractors or consultants. By signing below you certify that you are the owner of record of the named property, or that the proposed work has been authorized by the owner of record and that you have been authorized by the owner to make this application as his/her/their authorized agent. You agree to conform to all applicable laws, statutes, ordinances, and codes of this jurisdiction, including those adopted by reference. If the Town issues a permit for the work described in this Project Application, you certify that the Towns Code Enforcement Official or the Code Enforcement Official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the laws, statutes, ordinances, and codes applicable to such permit. I certify that the information and exhibits herewith are true and correct.

Property Owner       Contractor

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_



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### PROJECT INFORMATION

Type of Work:	<input type="checkbox"/> New Build	<input type="checkbox"/> Addition:	<input type="checkbox"/> Remodel/Repair
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**Total cost of project:**

<b>Current use of property:</b>	<input type="checkbox"/> Vacant	<input type="checkbox"/> Residential	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Commercial	<input type="checkbox"/> Other
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**Description of work:**

Square Feet Information	Existing s/f – <u>complete for additions only</u>	New s/f – added to existing footprint	Total s/f
Total Square Footage			
First Floor			
Second Floor			
Basement			
Additional			

Total Parking Spaces:	Total number of Drives:
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- 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

(May include on separate sheet)

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





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## 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.

## ZONING 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. 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 and zoning requirements and 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 \_\_\_\_\_ Print Name \_\_\_\_\_ Date: \_\_\_\_\_



# Sprinkler System Requirements

A Building Permit will not be issued 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:

Signature: \_\_\_\_\_  
Town of Kingston Springs, Tennessee Building and Codes Official \_\_\_\_\_ Date \_\_\_\_\_

THIS FORM MUST ACCOMPANY ALL SUBMITTED PLANS 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 ISSUES:

- Find a certified/ licensed sprinkler contractor.
- The sprinkler contractor should contact the Second South Cheatham Utility District (SSCUD) at 615-952-3094 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 receipt from the Second South Cheatham Utility District for the water tap must be included with this information prior to issuance of a Building Permit.**

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



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## REVIEW and INSPECTION PASS-THRU CHARGES

Per Section 20-301 of the Kingston Springs, Tennessee Municipal Code the town has the authority to pass-thru charges incurred by Town staff or consultants related to project review or inspection that may be required on a per project basis:

Ordinance 04-009. Section 20-301. Oversight and Project Site Inspection Charges.

1. All owners, developers and applicants, individually or by their authorized agents, employees or servants, seeking municipal approval for any proposed development/improvement of land by: subdivision, planned unit development, site plan, special exceptions approved by the board of zoning appeals, use changes, landscape plans, sketch plats, preliminary plats, final plats, construction plans, grading plans, roadway plans, drainage plans, wastewater facility plans, matters requiring the establishment of performance bonding, dedication of easements and facilities/structures associated with any of the foregoing, shall be responsible for the reimbursement to the Town of Kingston Springs for all actual review charges including, but not limited to, engineering review, engineering oversight and project site inspection charges/fees for services incurred by said town by virtue of, and as relate to the foregoing, by the town's designated consulting engineer and/or his appointed designee, City Attorney or any other designated consultant rendering services ancillary to the foregoing for and on behalf of the municipality.
2. All actual charges to be reimbursed to the municipality shall be paid within fifteen (15) days from the date of billing by the municipality. In the event said reimbursed charges are not paid, timely, any permit or approval before given or issued shall become void and default may be declared upon any performance bonding posted with the Town of Kingston Springs.
3. Notwithstanding all of the foregoing, certain charges shall be paid at the time of submittal or time of application is made to the town or its planning commission as a base minimum, all of which is set forth on Appendix "A" of the Municipal Code hereto and of which is incorporated by reference herein.
4. This ordinance is not deemed to be a tax but is to offset actual incurred expenses of the municipality for an owner, developer and applicant seeking development of land and improvement of lands within the municipality. (Ord. #95-001, April 1995, as replaced by Ord. #04-009, Sept. 2004)

I have read Section 20-301 of Ordinance 04-009 and understand that I am responsible for all review and inspection fees to be reimbursed to the Town of Kingston Springs.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Commercial Development Additional Information

Contact KS Building and Codes Department  
615-952-2110

Kingston Springs City Hall ▪ 396 Spring Street ▪ Kingston Springs, TN. 37082



# Commercial Building Permit Checklist

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Thank you for submitting a **Commercial Building** permit application. For us to completely process your application, certain documents will need to be submitted in order to issue a final Building Permit. If you have any questions about the items listed in the check boxes below, please feel free to call us so we may provide further clarification.

<b>X</b>	<b>Items to be submitted</b>
	Building Permit Application
	Completed site plan or stamped survey showing location of the proposed structure and any additional buildings - (TN licensed surveyor)
	Signed setback affidavit
	Electronic Copies of Construction Drawings including building elevations, floor plan, wall cross sections, and all mechanicals.
	Stamped Fire Sprinkler shop drawings and fire sprinkler contractor information
	Driveway Permit application – If New Driveway installed or Existing Driveway altered
	Signage Permit Application with supporting documentation
	Receipt for water tap and utility provider information
	Subsurface Sewer System Permit (septic system)
	Contractor License
	Certificate of Insurance
	Cheatham County Business License
	Cheatham County Privilege Tax Receipt (New residential construction \$0.50 per s/f)
	Cheatham County Development Fee:  _____ Paid in full \$3000.00  _____ Minimum Partial Payment \$50.00 (with \$2950.00 remainder due prior to issuance of C.O.)





# Permit Inspection Requirements

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1. For inspections contact Kingston Springs Building Department at 615-952-2110 ext. 4. Inspections must be called in a MINIMUM of 48hrs in advance. If weather threatens, all concrete inspections are given a priority.
2. Your Building permit must be placed where it can be seen from the street.
3. **FOOTING INSPECTION:** After trenches or basement areas are excavated and any required forms erected, and any required reinforcing steel is in place and supported prior to the placing of concrete. All exterior footings shall be placed at least 12 inches (305 mm) below the undisturbed ground surface. All concrete to be poured will be inspected.
4. **FRAMING INSPECTION:** To be made after the roof, all framing, fire blocking and bracing are in place and all pipes, chimneys and vents are completed and plumbing, wiring and HVAC rough in. Electrical rough-in must pass before the framing inspection will be done. Gas (if installed) must pass before the framing inspection will be done. Gas inspections are done by Greater Dickson Gas Authority in Dickson, TN. DO NOT INSULATE BEFORE THE FRAMING INSPECTION.
5. **INSULATION INSPECTION:** To be made after Framing Inspection.
6. **FINAL INSPECTION:** To be made only after building is complete and ready for occupancy.
7. 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 Wastewater Department. Contact City Hall at 615-952-2110 to schedule.
8. Proof of approval of the water line by Second South Cheatham Utility District must be provided.
9. If Reinspection is required, the first reinspection will be performed at no cost. If subsequent inspections are required there will be a \$75.00 cost per reinspection. These fees must be paid in full before a Certificate of Occupancy is issued.
10. 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.
11. Final Gas, Water and Electrical inspections from each utility are required prior to the final building inspection being done.
12. If there is a new driveway, you must install an 18-inch culvert and a Type II Headwall. See additional information on driveways and headwalls in this packet.



# Driveway (Access Point) Requirements

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## **Per the Kingston Springs, Tennessee Zoning Ordinance - 3.090:**

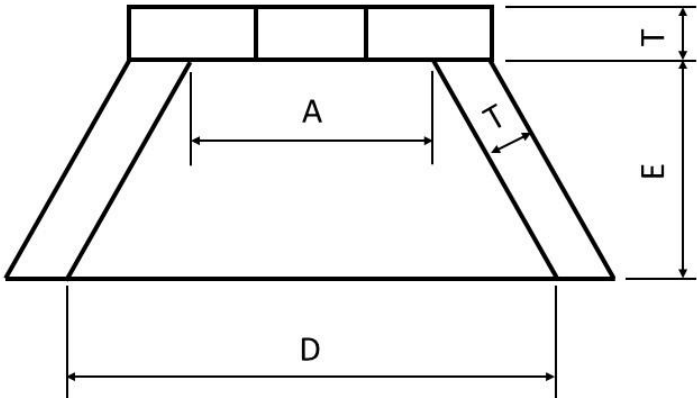
Access control. In order to promote the safety of the motorist and pedestrian and to minimize traffic congestion and conflict by reducing the points of contact, the following regulations shall apply:

- A. A point of access for vehicles onto a street shall not exceed thirty (30) feet in width for all residential uses. Such points of access shall not exceed thirty-five (35) feet for all retail and commercial services land uses. For industrial land uses a point of access for vehicles onto a street shall not exceed forty-five (45) feet in width. A minimum of an eighteen (18) inch culvert shall be provided in the ditch line.
- B. There shall be no more than one (1) point of access to anyone (1) public street for lots with less than four hundred (400) feet of lot frontage. There shall be a maximum of two (2) points of access to anyone (1) public street for lots with four hundred (400) or more feet of lot frontage. (Amended by Ordinance 05-009. June 16,2005)
- C. No point of access shall be allowed within twenty-five (25) feet of the right-of-way line of any public intersection. On collectors or arterials this minimum shall be forty (40) feet.
- D. No curbs on city streets or right-of-way shall be cut or altered without written approval of the City Manager, and if a state highway, a permit must also be obtained from the Tennessee Department of Transportation.
- E. Where two driveways are provided for one lot frontage, the clear distance between the driveways shall not be less than twenty-five (25) feet.
- F. Cases requiring variances relative to the above provisions due to topographic limitations shall be heard and acted upon by the Board of Zoning Appeals, provided, further, that no curb cuts for off-street automobile storage or parking spaces shall be permitted where the arrangement would require that vehicles back directly onto a public street.

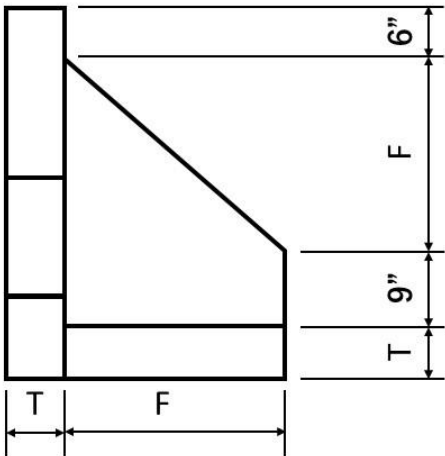
**Please see the following page for Driveway Headwall Specifications**

# REINFORCED CONCRETE HEADWALLS

TOP VIEW



SIDE VIEW



FRONT VIEW

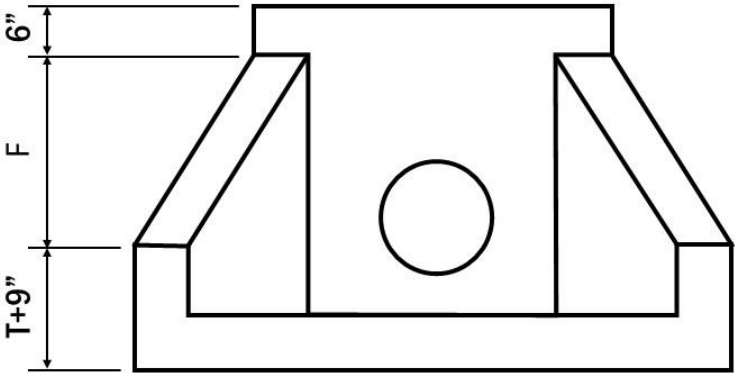


TABLE OF DIMENSIONS

PIPE SIZES	A	D	E	F	T (MIN.)
15"	2"-6"	5"-0"	2"-6"	1"-9"	6"
18"	2"-6"	5"-0"	2"-6"	1"-9"	6"
21"	2"-6"	5"-0"	2"-6"	1"-9"	6"
24"	4"-0"	6"-6"	3"-0"	3"-3"	6"
30"	4"-0"	6"-6"	3"-0"	3"-3"	6"
36"	5"-6"	8"-0"	3"-6"	4"-5"	6"
42"	5"-6"	8"-0"	3"-6"	4"-5"	6"
48"	5"-6"	8"-0"	3"-6"	4"-5"	6"
54"	7"-0"	9"-5"	4"-6"	5"-9"	6"
60"	7"-0"	9"-5"	4"-6"	5"-9"	6"
66"	8"-6"	11"-0"	5"-6"	6"-11"	6"
72"	8"-6"	11"-0"	5"-6"	6"-11"	6"

CONCRETE: 4000 PSI AT 28 DAYS  
 REINFORCED WITH NO. 4 BARS @ 10" C/C  
 EACH WAY WITH WINGS AND TOE SLAB  
 DOWELLED TO HEADWALL WITH NO. 5 BARS.

3/4" CHAMFER ON ALL EXPOSED EDGES.



# Septic Tank - Sewer Requirements

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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 supersede 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 be the requirements of section 4.1 above and must be bedded in a minimum of (4) inches of graded stone of AASHTO size No. 6 or smaller.
- 4.3 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 manufacturer's instructions.

- 4.4 Risers: Risers for access openings shall be constructed of high-density, polyethylene or concrete.
- 4.4.1 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.
- 4.4.2 Polyethylene 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 segments shall be sealed by elastomeric sealant or other approved methods. Riser covers shall be securely fixed to the riser body with stainless steel screws.
- 4.4.3 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.

## Important Information for Sewer Customers

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

**Basic information:** 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 and pay to have that service performed. However, if the tank needs additional pumping within 5 years of its last city pumping, the expense will belong to the homeowner. In any event involving tank pumping, the city must be notified PRIOR to the pumping. The sewer system is a natural, biological system, which treats the solids in the septic tank and sends the hi-product to the sewer plant for treatment and release.

**To avoid problems:** Pouring grease into your sink is the number one problem within the sewer system. 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. Also, because the system is dependent upon bacteria, the use of garbage disposals can also create a situation that causes the 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.

It is unlawful to place any type of oil or petroleum product, paint or solvent into the sewer system. Violators will be prosecuted.

**If you have problems:** If you see a discharge on the ground on top of your septic tank, 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, 95% 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. 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:** Contact Kingston Springs City Hall at 615-952-2110 and follow the prompts for information.

The city will not reimburse homeowners for unauthorized pumping of the septic tank. Please contact the city and allow public works to arrange septic tank service. There is 24-hour emergency service pre-arranged 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 a leak. This leak must be verified by the water company and the adjustment will be based on an average of several month's usage.

**OFFICE USE ONLY**

**APPLICANT DO NOT WRITE BELOW THIS LINE**

**ZONING COMPLIANCE / PLANNING AND ZONING REVIEW AND COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approved/Rejected:**

Zoning/Land Use: \_\_\_\_\_ Date: \_\_\_\_\_

Building Official: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Permit Fees:**

Commercial Building Permit:	Total sq.ft.: _____	X \$0.75 = \$ _____	(32610)
Commercial Addition Permit:	Total sq.ft.: _____	X \$0.75 = \$ _____	(32610)
Commercial Remodeling Permit:	Total sq.ft.: _____	X \$0.75 = \$ _____	(32610)
Commercial Plan Review: .....		\$ 500.00	(32610)
Commercial Sewer Hook Up:	Tank Gallons: _____	X \$2.00 = \$ _____	(412-37297)
Pass-Thru Charges (if applicable): .....		\$ _____	(13270)
Pass-Thru Reason: _____			
Cheatham Co. Development Tax Collected*:		\$ _____	

**NOTE:**

- \* Cheatham County Development Tax: Minimum \$50.00 due at Permit Issuance. Remaining balance of \$2950.00 total due prior to issuance of Certificate of Occupancy.
- Separate Driveway Permit Application and fee (per entrance) is required if new driveway is installed or existing driveway is altered.
- Separate Signage Permit Application and fee (per unit) required (if applicable).
- Sprinkler Plan Review will be charges as a pass-thru to consultant and a separate fee.

**TOTAL PERMIT FEE DUE: \$ \_\_\_\_\_ (other fees may still apply)**

Date Paid: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Receipt Number: \_\_\_\_\_