



RUTHERFORD COUNTY BUILDING CODES DEPARTMENT

Creating a Sustainable Future Through Building Standards and Safety

ONE PUBLIC SQUARE SOUTH, ROOM 101, MURFREESBORO, TENNESSEE 37130

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TANYA BELL, BUILDING OFFICIAL

What documentation do I need to obtain a Building Permit?

***** Note – A building permit will only be issued to a State Licensed Contractor with proof of licensure and insurance, or the legal property owner with a signed and notarized Homeowner's Affidavit completed in our office.**

I am permitting a(n).....

Single Family Dwelling on a parcel of land that is not in recorded a subdivision:

- 1) Approved Zoning Compliance Form (application can be obtained from the Planning Department (615-898-7730) or <http://planning.rutherfordcountyttn.gov/> and processed through that department per their instructions)
- 2) Septic permit from the Environmental Department (615-898-7891)
- 3) Completed Residential Building Permit application form (found on our website at <http://buildingcodes.rutherfordcountyttn.gov/> under the forms tab)
- 4) A copy of the floor plan of the proposed dwelling to be constructed
- 5) Where the lot is restrictive, whether by shape, size, easements or setbacks, a plot plan may be required to ensure the structure is being constructed within the allowable building envelope and all setbacks are met.
- 6) Development Tax receipt (payable at our office before permit is issued)

Single Family Dwelling on a lot located in a recorded subdivision:

- 1) Septic permit from the Environmental Department (615-898-7891)
- 2) Completed Residential Building Permit application form (found on our website at <http://buildingcodes.rutherfordcountyttn.gov/> under the forms tab)
- 3) A copy of the floor plan of the proposed dwelling to be constructed
- 4) Where the lot is restrictive, whether by shape, size, easements or setbacks, a plot plan may be required to ensure the structure is being constructed within the allowable building envelope and all setbacks are met.
- 5) Development Tax receipt (payable at our office before permit is issued)

**** In certain circumstances, i.e. a Single-Family Dwelling > 5,000sf, some pole barn structures or a pole barn containing living space of any size, a Plans Review and/or a Structural Engineered Design will be required, please allow 3-5 days after all documentation is submitted to complete a review.**

Accessory structure (garage, barn, storage building, etc.):

- 1) Approved Zoning Compliance Form (application can be obtained from the Planning Department (615-898-7730) or <http://planning.rutherfordcountyttn.gov/> and processed through that department per their instructions)
- 2) Copy of SSDS completion certificate (septic layout) obtained at <https://tdec.tn.gov/filenetsearch> or from the Environmental Department (615-898-7891)
- 3) Diagram of location of new structure as it applies to existing structures, property lines, septic system location, etc. Diagram does not need to be to scale, but dimensions, measurements and distances must be accurate
- 4) Completed Building Permit Application form (found on our website at <http://buildingcodes.rutherfordcountyttn.gov/> under the forms tab)
- 5) If homeowner is obtaining the permit, a Homeowner's Affidavit will be required to be completed, signed and notarized (found on our website at <http://buildingcodes.rutherfordcountyttn.gov/> under the forms tab and can be notarized at our office)

Addition (adding to the footprint of an existing structure):

- 1) Approved Zoning Compliance Form (application can be obtained from the Planning Department (615-898-7730) or <http://planning.rutherfordcountyttn.gov/> and processed through that department per their instructions)
- 2) Copy of SSDS completion certificate (septic layout) obtained at <https://tdec.tn.gov/filenetsearch> or from the Environmental Department (615-898-7891)
- 3) Diagram of location of new addition as it applies to existing structures, property lines, septic system location, etc. Diagram does not need to be to scale, but dimensions, measurements and distances must be accurate.
- 4) Drawing or floorplan of proposed addition layout.
- 5) Completed Building Permit Application form (found on our website at <http://buildingcodes.rutherfordcountyttn.gov/> under the forms tab)
- 6)) If homeowner is obtaining the permit, a homeowner affidavit will be required to be completed, signed and notarized (found on our website at <http://buildingcodes.rutherfordcountyttn.gov/> under the forms tab and can be notarized at our office)

Remodel (area to be modified within the existing footprint of the structure):

- 1) Completed Building Permit Application form (found on our website at <http://buildingcodes.rutherfordcountyttn.gov/> under the forms tab)
- 2) If homeowner is obtaining the permit, a homeowner affidavit will be required to be completed, signed and notarized (found on our website at <http://buildingcodes.rutherfordcountyttn.gov/> under the forms tab and can be notarized at our office)

Swimming Pool:

- 1) Approved Zoning Compliance Form (application can be obtained from the Planning Department (615-898-7730) or <http://planning.rutherfordcountyttn.gov/> and processed through that department per their instructions)
- 2) Copy of SSDS completion certificate (septic layout) obtained at <https://tdec.tn.gov/filenetsearch> or from the Environmental Department (615-898-7891) *Note that pools must have a minimum clearance from your septic system. Before you purchase your pool, please ensure that the pool will fit on your lot while maintaining minimum clearances. Clearances are as follows:
 - Above-ground pools must maintain a minimum of 5' from the tank and 10' from the field lines
 - In-ground pools must maintain a minimum of 15' from the tank and 25' from the field lines
- 3) Diagram of location of new pool as it applies to existing structures, property lines, septic system location, etc. Diagram does not need to be to scale, but dimensions, measurements and distances must be accurate

The building permit fee for a swimming pool is based on the contract price of the pool installation. Costs up to \$15,000 will be a minimum of \$85 permit fee. Please call the office for permit fees for pools in excess of \$15,000 (a copy of the pool contract will be required to verify).

** Please note - there is a \$100 refundable deposit required in addition to the building permit fee when the pool permit is issued. This fee will be refunded to the applicant providing that the final inspection for the swimming pool has been requested and passed within 6 months from the date of permit issuance.