



**A copy of the following items below must accompany this application for issuance of a permit.**

Recorded deed of property showing transfer of the property. (deed of trust is not acceptable)	Room# 201
Septic approval; valid permit or affidavit of disclosure, if on septic; a paid receipt for sewer tap. TDEC 615.687.7000 <i>Note: Before a C.O. will be issued we must have a certificate of completion from environmental office.</i>	
Water tap receipt, or a letter from water utility provider, or a water well driller's report. See info on our website.	
Site plan; must show size of lot, size of proposed improvement, distance to property lines, location of any other structures on the lot and street from where the property is accessed. <i>Note: a foundation survey/plot plan will be required for residential structures on any lot where this office feels the building is too close to the property set-backs. Foundation survey/plot plan is required for any structure in a PUD.</i>	
Copy of contractor's license, certificate of liability made out to Sumner County, and proof of workers comp. insurance.	
Construction plans. If application is for a commercial, plans must be stamped by an architect.	
Property Address; all addresses are assigned by the Sumner County Emergency Services, 255 Airport Road (615) 451-1200 and they are available Monday through Friday from 8:00 am to 4:30 pm.	
Land disturbance permit or disclaimer, and zoning compliance packet	Room#202
Adequate facilities tax or tax exemption; if applying for tax exemption you must provide an electric bill showing this property has been occupied within the last (12) months.	
Driveway Permit; County Highway Department, 1051 Old Hwy 109 North, 615.452.2632	
Gas Piping and appliance schematic showing pipe path and BTU of each listed appliance if fuel gas is used. (Gallatin gas)	

**Office use only**

<b>Zoning District</b>	<input type="checkbox"/> Rural Residential	<input type="checkbox"/> RPUD	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial
Lot Size		Plat Book		Page #
<b>Required Set Backs</b>	Front Yard	Side Yard		Rear Yard
Flood Plain Area	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Flood Map Reference:	

<b>Permit Approved</b>	<input type="checkbox"/>	With Conditions	
<b>Permit Denied</b>	<input type="checkbox"/>	Reason for Denial	
Correction Approved		Signature	Date

Impact Fee Taxation Area	A	B	C	D	Exempt	Notes
Construction Value	\$					

Permit Fee	\$
Impact Fee	\$
<b>Total</b>	\$

**It is strongly advised that you check with your neighborhood covenant before building or modifying structures on the property.**

*Warning: Sumner County will rely upon the representations in the application in issuing the permit. The issuance of a permit does not authorize construction on or use of any property in violation of zoning restrictions. Any misrepresentations on this application will render the permit void. Once the application has been approved, no fees will be refunded. By signing this document you are verifying that you received a copy of this permit.*

**R 105.6 Suspension or revocation (of permit).** The building official is authorized to suspend or revoke a permit issued under the provisions of this code whether the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any of the provisions of this code.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Permit Reviewer Signature \_\_\_\_\_ Date \_\_\_\_\_