BUILDING PERMIT APPLICATION

Sumner County Building Codes
355 N. Belvedere Dr. Room #208
Gallatin Tennessee 37066
Phone (615) 452-1467 Fax (615) 451-1154

OFFICE USE ONLY	
PERMIT #	
MS4 #	
MS4 Disclaimer	

I. Applicant Information ☐ Residential ☐ Commercial

Date	Applicant Name	Email
Relationship to Project	Contact Phone #	
☐ Owner ☐ Contractor		

II. Property Information

Owner	Project Address		Plat Book		Page #	
City	State	Zip Code	Map	Group	Parcel	Lot size
Subdivision Name	Phase		Lot #		Tract	

III. Contractor Information (as applicable)

General Contractor	Address		Phone #	☐ N/A
State License #		Exp. Date		
Plumbing Contractor	Address		Phone#	☐ N/A
State License #		Exp. Date		
Mechanical Contractor	Address		Phone #	☐ N/A
State License #		Exp. Date		

IV. Type of Construction

Residential				
☐ Single Family Residence	Stories:	☐ Basement/UF Bonus Room	Bed Room #:	Total Sq. Ft.:
☐ Mobile Home	Value: $			Total Sq. Ft.:
☐ Duplex	Stories:	☐ Basement/UF Bonus Room	Bed Room #:	Total Sq. Ft.:
☐ Attached Carport/Garage				Total Sq.Ft:
☐ Room Addition	Bed Room #:			Total Sq. Ft.:
☐ Conversion to Living	☐ Basement	☐ Attic		Total Sq Ft:
☐ Other				Total Sq Ft:

Construction Cost: _____

V. Fuel Gas Yes _____ No _____ If yes, New Construction _____ Conversion to existing _____

Gas Provider _____

Commercial				
☐ Retail	Stories:			Total Sq. Ft.:
☐ Office	Stories:			Total Sq. Ft.:
☐ Apartment's	Stories:	Units:	Bed Room #:	Total Sq. Ft.:
☐ Industrial	Stories:			Total Sq. Ft.:
Other:				Total Sq. Ft.:

Applicant Signature _____ Date _____

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** ***Note: Before a C.O. will be issued we must have a certificate of completion from environmental office.***
	Water tap receipt 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. ***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.***
	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.
	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

Zoning District	☐ Rural Preservation ☐ RPUD ☐ Rural Residential ☐ Suburban Residential ☐ Agricultural Reserve ☐ MHC ☐ Commercial ☐ Industrial				
Lot Size		Plat Book		Page #	
Required Set Backs	Front Yard		Side Yard		Rear Yard	
Flood Plain Area	☐ Yes ☐ No		Flood Map Reference:		

Permit Approved	☐	With Conditions	
Permit Denied	☐	Reason for Denial	
Correction Approved		Signature	Date

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

Notes

Permit Fee	$
Impact Fee	$
Total	$

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 _____