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**CHEATHAM COUNTY BUILDING COMMISSION OFFICE**  
**Steps to Obtaining a Permit**

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**COMPLYING WITH BUILDING CODES TODAY TO PROTECT TOMORROW'S FUTURE**

1. CHECK ZONING ON PROPERTY
2. CHECK TO SEE IF PROPERTY IS IN A FLOOD ZONE
3. CHECK TO SEE IF PROPERTY IS ON A PUBLICLY MAINTAINED ROAD
4. **ENVIRONMENTALIST**. YOU MUST OBTAIN A SUBSURFACE SEWAGE DISPOSAL SYSTEM PERMIT (SEPTIC PERMIT) WHICH WILL ENABLE YOU TO KNOW YOU HAVE PROPER SOILS. YOU WILL RECEIVE A COPY OF YOUR SEPTIC PERMIT WHICH MUST BE PRESENTED TO US PRIOR TO ISSUANCE OF A BUILDING PERMIT. SEPTIC PERMIT MUST MATCH PLANS FOR THE NUMBER OF BEDROOM AS BEDROOMS. Online permitting:  
<https://www.tn.gov/environment/permit-permits/water-permits1/septic-systems-permits/ssp/permit-water-septic-system-construction-permit.html>
5. (615) 792-4240 - NOTIFY **CHEATHAM COUNTY HIGHWAY DEPARTMENT** FOR A DRIVEWAY PERMIT. THEY MUST BE NOTIFIED EVEN IF DRIVEWAY IS EXISTING. YOU CANNOT RECEIVE A BUILDING PERMIT WITHOUT A DRIVEWAY PERMIT. **IF YOU'RE PROPERTY FRONTS A STATE ROUTE YOU MUST NOTIFY T.D.O.T. 792-5177 FOR A PERMIT.**
6. **ELECTRICAL PERMITS**. YOU WILL NEED TO APPLY FOR AN ELECTRICAL PERMIT FOR ANY TYPE OF STRUCTURE WITHIN OUR COUNTY. ELECTRICAL PERMITS CAN BE OBTAINED ONLINE AT: <https://www.tn.gov/commerce/fire/permits-licensing/fire-electrical-permits.html>
7. AFTER RECEIVING A **SEPTIC** AND **DRIVEWAY** PERMIT THEN COME TO THIS OFFICE FOR BUILDING PERMIT. WE REQUIRE A SET OF PLANS TO BE ON FILE WITHIN OUR OFFICE UNTIL COMPLETION AND USE AND OCCUPANCY CERTIFICATE IS ISSUED. IF LICENSED CONTRACTOR YOU WILL NEED TO PROVIDE A COPY OF YOUR LICENSE AND WORKMEN'S COMPENSATION AND ONE FORM OF IDENTIFICATION. \*\* NOTE IF PERMIT ISSUED FOR SINGLE WIDE TRAILER - WE MUST HAVE FINALS ON BOTH SEPTIC AND DRIVEWAY PERMITS FROM THE PROPER DEPARTMENTS PRIOR TO ISSUANCE OF BUILDING PERMIT. APPLICANT MUST PAY DEVELOPMENT AND ADEQUATE FACILITY TAX AT TIME OF ISSUANCE OF BUILDING PERMIT. WE MUST HAVE CASH OR A CHECK MADE PAYABLE TO CHEATHAM COUNTY BUILDING COMMISSION IF WORK STARTED PRIOR TO ISSUANCE OF BUILDING PERMITS, A PENALTY WILL BE IMPOSED.
8. COST OF FEES IS AS FOLLOWS:
  - A \$5.00 ARCHIVE FEE WILL BE CHARGED FOR ALL BUILDING PERMIT APPLICATIONS

- SINGLE WIDE TRAILERS - \$250.00
- RESIDENTIAL CONSTRUCTION (ADD ON TO EXISTING OR NEW) 60 CENTS PER SQUARE FOOT.
- ACCESSORY STRUCTURES NOT ATTACHED TO PRIMARY RESIDENCE 30 CENTS PER SQUARE FOOT.
- DECKS 30 CENTS PER SQUARE FOOT
- PRE-FABRICATED OPEN CAR PORTS - \$15.00
- REMODELING PERMIT - .30 CENTS PER SQUARE FOOT
- DEMOLITION FEE- \$50.00
- SWIMMING POOL PERMIT (ABOVE OR IN GROUND) - \$25.00
- **ADEQUATE FACILITY TAX - .50 CENTS PER SQUARE FOOT ALL LIVING SPACE** (IF HOME HAS BASEMENT AREA AND NO OTHER GARAGE ON PROPERTY WE WILL ALLOW 500 SQUARE FEET TO BE DEDUCTED FROM THE BASEMENT AREA). ALSO, INCLUDED IN THIS WILL BE ANY AREAS THAT CAN BE TURNED INTO LIVING AREAS (EXAMPLE: BONUS ROOMS OVER GARAGE AREA, ATTIC AREA, UNFINISHED ROOMS ALL OF WHICH HAVE PERMANENT STEPS BUILT UP TO THESE AREAS THAT ARE NOT TO BE COMPLETED AT TIME OF ISSUANCE OF PERMIT).
- **DEVELOPMENT TAX - \$50.00 at the time of permit issuance. Remaining balance of \$4950.00 due at issuance of Certificate of Occupancy - or - Pay the balance of \$5000.00 in full at the time of permit issuance.**
- CONSTRUCTION WITHOUT PROPER PERMIT PENALTY – DOUBLE THE PERMIT FEES.
- COMMERCIAL STRUCTURES - \$50.00 PLUS APPENDIX B OF ICC BUILDING CODES FEE

9. ONE SETS OF BLUEPRINTS MUST BE BROUGHT TO THE BUILDING DEPARTMENT. WE WILL KEEP ONE SET IN OUR OFFICE UNTIL HOME IS COMPLETE.

**10. STRUCTURE MUST PASS FIVE INSPECTIONS, WHICH MUST OCCUR IN THE FOLLOWING STAGES OF CONSTRUCTION:**

1. FOOTING
2. FOUNDATION
3. FRAMING (NO INSULATION IN STRUCTURE)  
ROUGH IN PLUMBING  
ROUGH IN MECHANICAL
4. INSULATION
5. FINAL

**\*\* NOTE \*\*** THE APPLICANT IS RESPONSIBLE FOR SEEING THAT THESE INSPECTIONS ARE DONE.

11. BEFORE THE FIFTH AND FINAL INSPECTION IS MADE, YOU MUST HAVE A FINAL ON THE SEPTIC SYSTEM (ENVIRONMENTALIST) AND DRIVEWAY (CC HWY DEPT). IF YOU CALL FOR A FINAL WITHOUT THESE, IT WILL NOT BE THE RESPONSIBILITY OF THIS OFFICE TO NOTIFY YOU THAT THE INSPECTION WILL NOT BE MADE.

### **FINAL INSPECTION**

Final inspection shall be made after the permitted work is complete and prior to occupancy.

No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building inspector has issued a certificate of occupancy.

### **ELEVATION CERTIFICATE**

If located in a flood hazard area, the documentation of elevations required in Section R322.1.10 shall be submitted to the *building official* prior to the final inspection.

### **IMPORTANT PHONE NUMBERS:**

CHEATHAM COUNTY BUILDING COMMISSION..... (615) 792-7915  
CHEATHAM COUNT ENVIRONMENTALIST.....(615) 792-4857  
CHEATHAM COUNTY HIGHWAY DEPARTMENT ..... (615) 792-4240  
CUMBERLAND ELECTRIC (C.E.M.C.) ..... (615) 792-5651  
DICKSON ELECTRIC ..... (615) 446-9051  
NASHVILLE ELECTRIC (N.E.S.) ..... (615) 736-6900  
ASHLAND CITY WATER DEPARTMENT ..... (615) 792-4211  
EAST MONTGOMERY UTILITY ..... (615) 307-3255  
PLEASANT VIEW UTILITY ..... (615) 746-5315  
RIVER ROAD UTILITY ..... (615) 792-4603  
SECOND SOUTH CHEATHAM UTILITY..... (615) 952-3094  
HARPETH VALLEY UTILITY .....(615) 352-7076

### **Driveway Connection Policy**

THE CHEATHAM COUNTY HIGHWAY DEPARTMENT SHALL SIZE THE PIPE. THE DEVELOPER OR OWNER SHALL INSTALL SAID PIPE AND COVER WITH AT LEAST 6 INCHES CRUSHED STONE. THE COUNTY HIGHWAY DEPARTMENT THEN INSPECTS THE INSTALLED PIPE AND GIVES APPROVAL BEFORE FINAL APPROVAL IS GIVEN BY THE CHEATHAM COUNTY BUILDING COMMISSIONER.

### **INSTRUCTIONS FOR OBTAINING A DRIVEWAY CONNECTION PERMIT:**

1. CONTACT THE HIGHWAY DEPARTMENT and give: Name, Daytime phone number, Lot number, Map & Parcel number, Address, Road Name, Subdivision, Directions to property, Type of structure.
2. Place the ORANGE ROAD DEPT FLAG (obtained from the Hwy Dept or the Bldg Commissioner) in the middle of where the driveway will be located, or to the side of an existing driveway to be used.
3. The highway Department will SIZE THE PIPE and notify you as to what size culvert is required, if any. No pipe below a 15 foot diameter will be approved. Galvanized metal or plastic pipe may be used. If plastic pipe is used it must meet state specifications and headwalls installed.

4. A PERMIT WILL BE SENT TO THE BUILDING COMMISSIONERS OFFICE stating what size pipe is required, if any.
5. Install the meter or plastic pipe if one is required and cover with at least 6 inches of crusher run stone. IF MORE THAN 10% GRADE, UPHILL OR DOWNHILL, DRIVEWAY MUST BE PAVED OR CONCRETED 50 FEET FROM THE EDGE OF THE COUNTY ROADS SURFACE.
6. CONTACT THE HIGHWAY DEPARTMENT FOR YOUR FINAL INSPECTION BEFORE YOU GET THE BUILDING COMMISSIONERS FINAL INSPECTION.
7. The Highway Department will inspect the installed pipe if one is required.
8. FINAL APPROVAL on the driveway permit will be given by the Highway Department and sent to the Building Commissioners Office.

**NOTE:** IF THE TYPE OF STRUCTURE IS A SINGLE WIDE TRAILER, AND A PIPE IS REQUIRED, THEN IT MUST BE INSTALLED BEFORE THE PERMIT IS ISSUED.