



Town of Pittman Center Building Inspections

2839 Webb Creek Road, Sevierville, TN 37876

Office: 865-436-5499 Fax: 865-430-9359

Building Permit / Inspection Checklist

Documentation Required for Residential Building Permit

1. Completed Building Permit Application
2. E-911 Address 865-428-0310
3. Copy of septic tank and drain field permit (Environmental Health Dept. 865-429-1766) or utilities department stamp of approval.
4. Copy of Contractor's License over \$25,000 (as required by State of Tennessee)
5. Proof of Workers Compensation Insurance or Signed Exemption (as required by State of Tennessee)
6. Two (2) complete sets of building plans.
7. Two (2) copies of site plan (survey may be required)
8. Single Family Dwelling Use Form completed, signed and notarized.
9. Payment: Please make check payable to: Town of Pittman Center

****Additional documentation may be required by code official****

Inspections

Construction drawings must be kept at site for inspector's reference

The following checklist will be based on required inspections as determined by the Town of Pittman Center.

1. **Set Back/Footing:** Proper setbacks and erosion controls in place. Footings must be ready to pour, free of water, mud, roots, and any organic material including rocks.
2. **Below Slab Plumbing:** Plumbing embedded under slab must be tested. (if applicable)
3. **Pre-Slab:** 6- mil vapor barrier in place. Minimum slab thickness shall be 3 ½ inches. (if applicable)
4. **Foundation/Steel Reinforcement/Water Proofing:** If wall exceeds 10' in height, the wall must be engineered. (if applicable)
5. **Framing:** Framing must be completed and inspected before covered.
6. **Plumbing:** Plumbing must be tested with gauge at 50 psi (water or air) on supply lines for a period of 15 minutes. DWV lines must be tested with water at 10 feet above highest fixture or either 5 psi of air for 15 minutes.
7. **Mechanical:** Must be completed and inspected before covered.
8. **Thermal:** Insulation envelope, fenestration and u- factors must comply with the 2018 International Energy Conservation code.
9. **Service Piping:** Water lines must be a minimum of 18" deep. Building sewers, a minimum of 6" deep.
10. **Final:** The project must be completed before you call for a final inspection. Final certificates of approval from all departments such as: Sevier County Electrical, Sevier County Health Department, SCUD and all flood hazard construction documents.

Town of Pittman Center Building Permit Fees

Inspection Fees

The following fees will be assessed to the building permit based on required inspections as determined by the Town.

1. **Set Back/Footing:** \$100
2. **Below Slab Plumbing:** \$50
3. **Pre-Slab:** \$50
4. **Foundation/Steel Reinforcement/Water Proofing:** \$50
5. **Framing:** \$100
6. **Plumbing:** \$100
7. **Mechanical:** \$50
8. **Thermal:** \$50
9. **Service Piping:** \$50
10. **Final:** \$100

If an inspection is failed and a reinspection is required the first reinspection shall be at no cost, further reinspection(s) will be assessed at \$50 per inspection.

Building Permit Fees

\$0-\$100,000: \$100

\$100,001 + : \$100 for first \$100,000, \$2.75 for each \$1,000 thereafter

Plans Review Fee

Plans Review Fee shall be 20% of the combined building permit and inspection fee. Plans Review Fee also applies to non-stamped drawings and site plans.

Miscellaneous Fees/Permits

1. **Grading Permit:** \$100
2. **Demolition Permit:** \$100
3. **Temporary Structures/Yard Barns/Buildings Exempt from ICC (Zoning Inspection Required):** \$50
4. **Sign Permits:** \$100 for first \$5,000, \$10 for each additional \$1,000
5. **Temporary Sign Permit:** \$25
6. **Driveway Cut Permit:** \$100

Penalties

Any work that commences without the proper permit shall incur a penalty equal to the entire permit fee (including miscellaneous fees/permits, plans review, building permit, and inspection fees).

Reminders

1. Post your building permit so that it is visible from the public road, so inspectors can locate your building site.
2. Structures must be unlocked for inspections or arrangements need to be made for entry.
3. A 48-hour notice is required for inspections: (865) 436-5499

Building Plans

Depending on the type (residential, commercial, multi-family) of permit request, building plans may include the following information:

- Architectural Plans
- Structural Plans
- Plumbing Plans
- Electrical Plans
- Mechanical Plans
- Soils report
- Sprinkler Plans
- Fire protection equipment plans
- Building area
- Gross and net floor area

The Building Inspections Department requires plans and specifications to be prepared, sealed and signed by an architect or engineer registered in the State of Tennessee.

Contractor Requirements

Contractors must provide a copy of a State of Tennessee Contractors License with each permit application. In the event subcontractors are used and not covered under the general contractor's license, then all subcontractors performing work in excess of \$25,000 will be required to provide a separate license from the State of Tennessee for their specific trade.

All contractors must provide proof of worker's compensation insurance or proof of exemption from the State of Tennessee.

Certificate of Occupancy

One and Two Family Dwellings and Townhouses

(Rule 0780-02-23-09) Chapter 0780-02-23

2. A certificate of occupancy shall be issued after the passage of all inspections required by this chapter and passage of the final electrical inspections.

3. The certificate of occupancy shall state

- a) The building permit number
- b) The address of the building
- c) The name and address of the building owner
- d) The name of the deputy building inspector
- e) The edition of the codes and standards the building permit was issued under
- f) The date of issuance

(f) Blowing whistles. The blowing of any steam whistle attached to any stationary boiler, except to give notice of the time to begin or stop work or as a warning of fire or danger, or upon request of proper town authorities.

(g) Exhaust discharge. To discharge into the open air the exhaust of any steam engine, stationary internal combustion engine, motor vehicle, or boat engine, except through a muffler or other device which will effectively prevent loud or explosive noises therefrom.

(h) Building operations. The erection (including excavation), demolition, alteration, or repair of any building in any residential area or section or the construction or repair of streets and highways in any residential area or section, other than between the hours of 7:00 A.M. and 6:00 P.M. on week days, except in case of urgent necessity in the interest of public health and safety, and then only with a permit from the building inspector granted for a period while the emergency continues not to exceed thirty (30) days. If the building inspector should determine that the public health and safety will not be impaired by the erection, demolition, alteration, or repair of any building or the excavation of streets and highways between the hours of 6:00 P.M. and 7:00 A.M., and if he shall further determine that loss or inconvenience would result to any party in interest through delay, he may grant permission for such work to be done between the hours of 6:00 P.M. and 7:00 A.M. upon application being made at the time the permit for the work is awarded or during the process of the work.

(i) Noises near schools, hospitals, churches, etc. The creation of any excessive noise on any street adjacent to any hospital or adjacent to any school, institution of learning, church, or court while the same is in session.

(j) Loading and unloading operations. The creation of any loud and excessive noise in connection with the loading or unloading of any vehicle or the opening and destruction of bales, boxes, crates, and other containers.

(k) Noises to attract attention. The use of any drum, loudspeaker, or other instrument or device emitting noise for the purpose of attracting attention to any performance, show, or sale or display of merchandise.

(l) Loudspeakers or amplifiers on vehicles. The use of mechanical loudspeakers or amplifiers on trucks or other moving or standing vehicles for advertising or other purposes.

(m) Machinery, such as chainsaws, power saws, woodworking equipment, etc. The excessive, frequent, or long continued operation of any machinery as to annoy or disturb the quiet, comfort or repose of persons in any office or hospital, or any dwelling, hotel or other type of residence or any person in the vicinity.

(12) consecutive months, then the tower shall be removed at the owner's expense. It shall be the responsibility of the owner of a telecommunications tower to notify the Building Official when that tower has ceased operations, except for ordinary maintenance or minor repairs.

11-422. Public and Emergency Uses. The following regulations shall apply to all public and emergency uses in all zoning districts. (Added by Ordinance 233, 3/18/2010)

1. Uses Allowed. Public uses and emergency facilities such as schools and education facilities, town owned buildings, government offices, utility facilities, fire stations, police stations, ambulance stations, other uses deemed to be similar in nature to those listed here by the board of zoning appeals shall be allowed in any zoning district after review by the board of zoning appeals as to the use's suitability to the proposed location.
2. Zoning Ordinance Compliance. The parcel, tract, or lot on which a public or emergency facility is located shall meet the minimum lot size requirements and the building shall meet all setbacks and height restrictions for the zoning district in which it is located.
3. Discontinuance of Use. In the event that the public or emergency use is discontinued, the parcel shall be used for either another approved public or emergency use, or a use allowed in the zoning district in which it is located.

11-423. Landscaping Requirements. All landscaping within the Town of Pittman Center shall be native, noninvasive plants. All landscaping shall be in accordance with the town's Tree City USA Ordinance. (Added by Ordinance 254, 10/17/2013)

11-424. Exterior Lighting. All exterior light fixtures within the Town of Pittman Center shall be compliant with the International Dark Skies Association's requirements. Nonresidential uses must turn off all exterior lighting when the businesses are closed. Security lights may be allowed but must be motion activated. International Dark Skies Requirements can be found in Appendix III. (Added by Ordinance 255, 11/21/2013) (Amended by Ordinance 261, 9/18/2014)



International Dark-Sky Association

The Nightscape Authority

Simple Guidelines for Lighting Regulations for Small Communities, Urban Neighborhoods, and Subdivisions

The purpose of the regulation is to:

- Permit reasonable uses of outdoor lighting for nighttime safety, utility, security, and enjoyment while preserving the ambiance of the night;
- Curtail and reverse any degradation of the nighttime visual environment and the night sky;
- Minimize glare and obtrusive light by limiting outdoor lighting that is misdirected, excessive, or unnecessary;
- Conserve energy and resources to the greatest extent possible;
- Help protect the natural environment from the damaging effects of night lighting.

All outdoor lighting fixtures (luminaires) shall be installed in conformance with this Regulation and with the provisions of the Building Code, the Electrical Code, and the Sign Code, as applicable and under permit and inspection, if such is required.

Comment: Practical Considerations:

1. The idea that more light always results in better safety and security is a myth. One needs only the right amount of light, in the right place, at the right time. More light often means wasted light and energy.
2. Use the lowest wattage of lamp that is feasible. The maximum wattage for most commercial applications should be 250 watts of high intensity discharge lighting should be considered the maximum, but less is usually sufficient.
3. Whenever possible, turn off the lights or use motion sensor controlled lighting.
4. Incorporate curfews (i.e. turn lights off automatically after a certain hour when businesses close or traffic is minimal). This is an easy and fast way to initiate dark sky practices.

Maximum Lamp Wattage and Required Luminaire or Lamp Shielding:

All lighting installations shall be designed and installed to be fully shielded (full cutoff), except as in exceptions below, and shall have a maximum lamp wattage of 250 watts HID (or lumen equivalent) for commercial lighting, 100 watts incandescent, and 26 watts compact fluorescent for residential lighting (or approximately 1,600 lumens). In residential areas, light should be shielded such that the lamp itself or the lamp image is not directly visible outside the property perimeter.

Lighting that is exempt from these regulations:

1. Lighting in swimming pools and other water features governed by Article 680 of the National Electrical Code.
2. Exit signs and other illumination required by building codes.
3. Lighting for stairs and ramps, as required by the building code.
4. Signs are regulated by the sign code, but all sign lighting is recommended to be fully shielded.
5. Holiday and temporary lighting (less than thirty days use in any one year).



International Dark-Sky Association

The Nightscape Authority

6. Football, baseball, and softball field lighting; only with permit from the authority recognizing that steps have been taken to minimize glare and light trespass, and utilize sensible curfews.
7. Low voltage landscape lighting, but such lighting should be shielded in such a way as to eliminate glare and light trespass.

Additional requirements:

Lighting attached to single-family home structures should not exceed the height of the eave.

Residential pole height restrictions can be considered to control light trespass on adjacent properties.

Notes:

1. The general belief that more light means better safety and security is just a myth. All that is needed is the right amount, in the right place, at the right time. More light just means wasted light and energy.
2. Use the lowest wattage of lamp as possible. For cost saving purposes, consider compact fluorescent lamps rather than incandescent, as they use much less energy and have a much longer lifetime.
3. Whenever possible, turn off the lights.

Definitions:

Glare: Intense and blinding light. Causes visual discomfort or disability.

Landscape lighting: Luminaries mounted in or at grade (but not more than 3 feet above grade) and used solely for landscape rather than any area lighting.

Obtrusive light: Spill light that causes glare, annoyance, discomfort, or loss of visual ability. Light Pollution.

Luminaire (light fixture): A complete lighting unit consisting of one or more electric lamps, the lamp holder, any reflector or lens, ballast (if any), and any other components and accessories.

Fully shielded (full cutoff) luminaire: A luminaire emitting no light above the horizontal plane.

Spill light: Light from a lighting installation that falls outside of the boundaries of the property on which it is located. Usually results in obtrusive light.

Additional Resources for Establishing Outdoor Lighting Guidelines

1. [Model Lighting Ordinance \(MLO\)](#)
2. Recommended [Outdoor Lighting Zones](#)
3. [IDA Lighting Code Handbook](#)
4. [Directory of Ordinances and Other Regulations](#)
5. [Glossary of Basic lighting Terms and Definitions](#)

**TOWN OF PITTMAN CENTER
RESIDENTIAL SITE PLAN CHECKLIST**

This checklist must accompany all residential site plans submitted for review by the Town of Pittman Center Planning Department. It should be understood that failure to complete all items listed below could result in the building permit request not being processed. Under the Applicant Review column at the left of the page, please check the items applicable to your project.

Applicant Review

Staff Review

- | | | |
|-------|--------------------------------------------------------------------------------------------------|-------|
| _____ | 1. City Tax Map Information – (found on tax notice)
Tax Map: _____ Group: _____ Parcel: _____ | _____ |
| _____ | 2. County Map Book and Page Number of recorded plat
Book #: _____ Page: _____ | _____ |
| _____ | 3. Copy of sewage disposal system approval | _____ |
| _____ | 4. Location of existing and proposed structures, easements, and covenants | _____ |
| _____ | 5. Dimensions of all existing and proposed structures, easements, and covenants | _____ |
| _____ | 6. Building plans footprint (must match site plan footprint) | _____ |
| _____ | 7. Acreage of property | _____ |
| _____ | 8. Dimensions and call of all property lines | _____ |
| _____ | 9. Setback lines: front, sides, and rear yard | _____ |
| _____ | 10. Locations and dimensions of parking spaces, turnaround areas, and driveway | _____ |
| _____ | 11. Width of access point on public street (may not to exceed 26 feet in width) | _____ |
| _____ | 12. Density of proposed development (if applicable) | _____ |
| _____ | 13. Elevation of any structures | _____ |
| _____ | 14. Two legible copies of the site plan/survey | _____ |
| _____ | 15. Locations of structures within the Flood zone areas | _____ |
| _____ | 16. Stamp of review and approval by the city utility department for water and/or sewer hook ups | _____ |
| _____ | 17. E-911 address (Call 865-428-5542) | _____ |

Submitted by

Date

Pittman Center Representative

Date Submitted to Building Inspector



TOWN OF PITTMAN REQUEST FOR A PERMIT

1. Applicant: _____ Phone #: _____
Mailing Address: _____ Email: _____
2. Property Owner: _____ Phone #: _____
Mailing Address: _____ Email: _____
3. Architect/Engineer: _____ Phone #: _____
Mailing Address: _____ Email: _____
4. General Contractor: _____ Phone #: _____
Mailing Address: _____ Email: _____
License # _____ Exp. Date: _____ License Limit: _____ Classification: _____
Business License: _____

NOTE: A copy of your Contractor's License and Workers Compensation Certificate of Insurance MUST accompany this application.

Complete This Section for any Subcontractors Doing Work Over \$25,000

1. Plumbing Contractor: _____ Phone: _____
Mailing Address: _____ Email: _____
License #: _____ Exp. Date: _____ License Limit \$: _____ Classification: _____
Contract Amount: _____ Business License: _____
2. Mechanical Contractor: _____ Phone: _____
Mailing Address: _____ Email: _____
License #: _____ Exp. Date: _____ License Limit \$: _____ Classification: _____
Contract Amount: _____ Business License: _____
3. Electrical Contractor: _____ Phone: _____
Mailing Address: _____ Email: _____
License #: _____ Exp. Date: _____ License Limit \$: _____ Classification: _____
Contract Amount: _____ Business License: _____

Project Information:

Total Cost of Project: _____ Total Square Feet: _____ Floodplain: YES NO
Describe Work to Be Done

Project Physical Address: _____

Tax Map: _____ Group: _____ Parcel: _____ Business Name (if applicable): _____

Check Appropriate Items Pertaining to Project:

- | | | |
|---------------------------------------------|----------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Mechanical | <input type="checkbox"/> Owner's Own Use |
| <input type="checkbox"/> Renovation/Remodel | <input type="checkbox"/> Plumbing | <input type="checkbox"/> For rent or lease (long term) |
| <input type="checkbox"/> Repair Work | <input type="checkbox"/> Electrical | <input type="checkbox"/> For Sale |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Gas | <input type="checkbox"/> Nightly/Weekly Rental |
| <input type="checkbox"/> Excavation | <input type="checkbox"/> Sign | <input type="checkbox"/> Number of Occupants |
| <input type="checkbox"/> Special Event | <input type="checkbox"/> Driveway | |
| <input type="checkbox"/> Single Family | <input type="checkbox"/> Business/shop | <input type="checkbox"/> City Sewer Tap |
| <input type="checkbox"/> Multi Family | <input type="checkbox"/> Restaurant | <input type="checkbox"/> City Water Tap |
| <input type="checkbox"/> Hotel/Motel | <input type="checkbox"/> Storage | <input type="checkbox"/> Field Line/Septic Tank |
| <input type="checkbox"/> Condos/Apartments | <input type="checkbox"/> Church | <input type="checkbox"/> Swimming Pool |
| <input type="checkbox"/> Bed & Breakfast | <input type="checkbox"/> Other | <input type="checkbox"/> Hot Tub |
| <input type="checkbox"/> Boarding House | | |

PLEASE NOTE: BEFORE A BUILDING PERMIT CAN BE PROCESSED, YOU MUST PROVIDE THE FOLLOW INFORMATION:

1. Two complete sets of building plans and site plans (survey may be required).
2. A copy of Contractor's License (if applicable) (State of Tennessee) and Worker's Compensation Certificate of Insurance.
3. A copy of your septic tank and drain field permit, or utilities department stamp of approval (if applicable).

The above information is true and correct to the best of my knowledge.

Signature of Applicant: _____

Date: _____

Print Name: _____



SINGLE FAMILY DWELLING USE FORM

TRANSIENT RENTALS ARE OCCUPANCY OF A SINGLE DWELLING UNIT FOR 30 DAYS OR LESS

Property Address: _____

(Please check one)

____ This dwelling is not intended for overnight rental use.

____ This dwelling is intended for overnight rental use. This dwelling is three (3) or less stories, less than five thousand (5000) gross square feet and maximum occupancy is set at 12 or fewer.

Number of occupants _____

In the event the owner changes any projected use from the permanent to transient that exceeds three (3) or more stories, or is five-thousand (5000) or more gross square feet or an occupancy of 13 or more, Owner shall notify The Town of Pittman Center Building Inspections Department. Such change may be required to be permitted by The Town of Pittman Center Building Inspections Department. I swear the above information is true and correct to the best of my knowledge, information and belief.

Property Owner: _____

Phone Number: _____

Signature of Owner: _____

NOTARY REQUIRED

STATE OF: _____ COUNTY OF: _____

Before me, the undersigned authority, personally appeared the within name bargainor,

_____, and who acknowledged that he/she executed the foregoing instrument for the purposes therein contained.

Witness my hand and official seal at office in said State and County this the

_____ Day of _____, 2020.

NOTARY PUBLIC

My Commission Expires: _____