

GUIDELINES FOR OBTAINING A RESIDENTIAL BUILDING PERMIT

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1. A Building Permit is required to build a new 1 family (house) or 2 family (duplex) dwelling, or for additions to an existing 1 or 2 family dwelling.
2. Multi-family dwellings (3 or more residences) must follow Commercial Guidelines.
3. Alterations may require a Building Permit depending on the extent of the alteration. For example, if walls are to be moved, a permit is required. If a kitchen counter top is to be replaced and no plumbing other than the sink drain will be replaced, no permit is required. Call the Building Division (423-434-6047) for clarification.
4. The homeowner may obtain the Building Permit for a 1 or 2 family dwelling only if they will live in that dwelling. An Affidavit must be signed by the owner stating such. This will make the homeowner responsible for the entire construction. The electrical, plumbing, and mechanical permits must be obtained by licensed contractors, unless the homeowner passes these respective trades tests through the City of Johnson City Building Division.
5. A contractor licensed by the State of Tennessee may obtain the Building Permit for a 1 or 2 family dwelling if they have filed the following with the City of Johnson City Building Division: See *Appendix A*
 - A. A copy of their Worker's Compensation Insurance (if required by the State).
 - B. A copy of their current City of Johnson City Business License.
 - C. A copy of their \$10,000 Surety Bond. *Link to Insurance Form. See Appendix B*
 - D. A copy of their current State of Tennessee Contractor's License.
6. All 1 & 2 family dwelling construction must follow the 2018 International Residential Code and City of Johnson City Amendments. *Link to Design Criteria Table and City of Johnson City Amendments. See Appendix C & D*
7. Plans must be submitted to the Building Division which include:
 - A. A completed Plan Review Application. *Link to Plan Review Application. See Appendix E*
 - B. The 911 address. Please contact the Planning Department at 423-434-6071 for assistance.
 - C. A site plan showing: *Link to Site Plan Example. See Appendix F*
 - i. The street or streets that the house adjoins.
 - ii. Maximum building heights and setbacks from all property lines. *Links to Zoning Map & Summary of Zoning Requirements Table. See Appendix G & H*
 - iii. Property drainage before and after the build.

- iv. If the property includes a river or stream, the elevation of the edges of the stream, floodway, and 100yr floodplain must be shown. Contact the Engineering Department at 423-434-6047 for assistance.
- v. Location and width of driveway (at least 2 ft. from property line and maximum 24 ft. width).
- vi. Retaining walls 4 ft. high and less must be shown and a typical cross- section of the wall must be shown. Retaining walls over 4 ft. high must be shown and an engineered plan must be submitted with the site plan.

D. A house plan showing all floor levels and labeled rooms.

8. The Plan Review Fee must be paid at the time of submittal for review.

Link to Plan Review Fee Schedule. See Appendix I

9. After submittal of these documents to the Building Division, the Plans Examiner will contact you (usually within 3 days) if additional information is required or if the permit is approved.

10. Water and Sewer Taps must be purchased at the Water and Sewer Department before the Building Permit can be purchased. A receipt is required at the Building Division. *Link to City of Johnson City Water and Sewer Fee Schedule. See Appendix J*

11. A Driveway Permit, if required, must be purchased at the Building Division before the Building Permit can be purchased. *Link for Driveway Permit Fee. See Appendix K*

12. The Building Permit can now be purchased. *Link to Building Permit Fee Schedule. See Appendix I*

13. Electrical, Mechanical, and Plumbing permits must be purchased as needed before commencing respective work after the Building Permit is issued.

14. The permit holder is responsible for all scheduling of inspections and must adhere to the 2018 Residential Code and the City of Johnson City Amendments.

Link to Inspection Scheduling. See Appendix L.