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# THE CHESTER COUNTY PERMITTING PROCESS

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BUILDING & ZONING DEPARTMENT



JULY 1, 2021

PERMITS, COMPLIANCE & ENFORCEMENT

PO Box 183 159 East Main Street, Henderson TN. 38340 Phone# 731-983-0121

Reminder: All permits expire six (6) months from date issued.

**ZONING COMPLIANCE APPLICATION - CHESTER COUNTY, TENNESSEE**  
Application for a construction permit under the provisions of the Chester County Zoning Resolution.

PERMIT # \_\_\_\_\_

Property Description. Map \_\_\_\_\_ Parcel \_\_\_\_\_ Acreage: \_\_\_\_ Zone \_\_\_\_\_

Owner: \_\_\_\_\_ Address \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Contractor: \_\_\_\_\_ License Number \_\_\_\_\_

Address. \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

TYPE OF PERMIT: New Structure \_\_\_\_ Addition \_\_\_\_ Mobile Home \_\_\_\_

STRUCTURE'S USE: Residential \_\_\_\_ Commercial \_\_\_\_ Industrial \_\_\_\_

ACCESSORY: Yes \_\_\_\_ TELECOMMUNICATION: Yes \_\_\_\_ Type \_\_\_\_\_

MOBILE HOME: Size \_\_\_\_\_ Year \_\_\_\_ Make \_\_\_\_\_ Central H/AC (Y) (N)

DESCRIPTION: \_\_\_\_\_

Number of Stories \_\_ Garage (Y/N) Carport (Y/N) Porch/Deck (Y/N) Basement (Y/N)

Living Area: \_\_\_\_ sq. ft. Storage Area \_\_\_\_ sq. ft. Estimated Cost: \$ \_\_\_\_\_

BUILDING SETBACKS: Front Yard \_\_\_\_ Side Yard \_\_\_\_ Rear Yard \_\_\_\_

FLOOD ZONE \_\_\_\_ FLOOD MAP \_\_\_\_\_ Elevation Certificate Attached: Yes/ No

CONSTRUCTION TYPE \_\_\_\_\_ GROUP \_\_\_\_\_ PERCENT OF LOT AREA  
ALREADY OCCUPIED \_\_\_\_\_ LOT AREA PER FAMILY \_\_\_\_\_

I hereby certify that the above information is true and accurate to the best of my knowledge. I fully understand that any misstatements or misrepresentation of fact, intentional, or unintentional, shall constitute grounds for the revocation of a permit granted.

If applicable, a septic tank permit issued for the proposed building (Y) (N)

If yes, documentation attached (Y) (N)

Date: \_\_\_\_\_ Signed \_\_\_\_\_ / \_\_\_\_\_  
Owner Contractor

Application Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Permit Fee \$ \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Zoning Compliance Officer

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OCCUPANCY PERMIT

Date \_\_\_\_\_

Application for an occupancy permit to use the building or premises described in application attached for the following purpose(s).

\_\_\_\_\_  
(Use of the building) Occupant \_\_\_\_\_

\_\_\_\_\_  
(Signature) Address \_\_\_\_\_

The building premises regarding Permit Number \_\_\_\_\_ issued on \_\_\_\_\_ was inspected hereby granted ( ) refused ( ).

Reason (if refused) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
ZONING COMPLIANCE OFFICER Date

The BOARD OF ZONING APPEALS granted ( ) denied ( ) the variance and/or waiver to the above application on \_\_\_\_\_ as noted in the minutes of the meeting. All conditions (if any) stipulated in the meeting and documented in the minutes for the granting of the variance is required.

\_\_\_\_\_  
ZONING COMPLIANCE OFFICER Date

*In making application for a building permit, the applicant states that the information given is, to the best of his or her knowledge, true and accurate, it is accurate, it is understood and agreed by the applicant that any error, misstatements or misrepresentation of facts, either with or without intention on his or her part, such as might, if known, cause refusal of this application or any alteration or change in plans made without the approval of the building inspector subsequent to the building the building permit, shall constitute sufficient grounds for the revocation of such permit.*

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

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**CHECK LIST FOR FINAL PLAT CONSIDERATION  
DUE 15 DAYS BEFORE MEETING**

Date Submitted for approval \_\_\_\_\_ Planning Commission Meeting Date \_\_\_\_\_  
Name of Subdivision \_\_\_\_\_  
Location \_\_\_\_\_ Zoning District \_\_\_\_\_  
Owner of Record \_\_\_\_\_ Address \_\_\_\_\_  
Owner's Phone Number \_\_\_\_\_ Owner's Email \_\_\_\_\_  
Engineer / Surveyor \_\_\_\_\_ Address \_\_\_\_\_  
Engineer / Surveyor's Phone Number \_\_\_\_\_ Email \_\_\_\_\_

**CHECKLIST**

- \_\_\_\_\_ Five (5) copies submitted 15 days prior to meeting.
- \_\_\_\_\_ Name of Subdivision
- \_\_\_\_\_ Name, address and phone number of owner of record and subdivider.
- \_\_\_\_\_ Name, address and phone number of designer and/or engineer
- \_\_\_\_\_ North point, graphic scale and date.
- \_\_\_\_\_ Sufficient information to determine location and bearings (to nearest minuet), dimensions (to nearest hundredth of feet), widths of all proposed streets (and names), alleys and lots.
- \_\_\_\_\_ Location of proposed easements and/or land reserved or dedicated for public use.
- \_\_\_\_\_ All building setback lines.
- \_\_\_\_\_ Reservations for easements and other areas dedicated to the public.
- \_\_\_\_\_ Lots numbered in numerical order.
- \_\_\_\_\_ Location map showing the relationship of the subdivision site to the County
- \_\_\_\_\_ Ownership of adjoining properties.
- \_\_\_\_\_ Restrictive covenants (if any) which apply to lots and parcels in the subdivision.
- \_\_\_\_\_ Certificate showing the applicant is the owner of the land and dedicates streets, utilities, easements and rights-of-way to Chester County.
- \_\_\_\_\_ Certificate of accuracy of survey and placement of monuments.
- \_\_\_\_\_ Certificate of receipt of a letter from the TN Dept. of Environment and Conservation indicating approval of water and sewer plans.
- \_\_\_\_\_ Certificate of approval of installation of streets, water, sewer and drainage by the county engineer and/or county staff or the receipt of a bond to insure their completion.
- \_\_\_\_\_ Certificate of approval by the Secretary of the Planning Commission. Certificate signed after all certificates signed and Planning Commission approval.

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## Frequently Asked Questions:

### When do I need a Building Permit?

Building Permits are required in the Chester County and in the Chester County Planning Region for any new construction, additions, renovations, major repairs and manufactured or modular buildings with a construction value of \$2,000 or more. Persons installing outbuildings or car covers that have a value less than \$2,000 should contact the building official to ensure that the building is installed/constructed in an approved location. General Maintenance of existing buildings does not require a permit. Examples of this are painting, floor coverings, roof coverings, sidewalks, patios and minor repairs to plumbing, fixtures and repairs to mechanical or electrical fixtures or appliances. Such repairs shall not include the cutting away of any wall, structural beam, and load bearing support or change any required means of egress (exits).

### Permit Fees:

All building permit fees based on the value or cost of the improvement. Accessory Buildings costing less than \$2000.00: **\$20 Permit Fee.**

All construction with cost less than \$2,000: No fee unless inspection required.

All construction with cost more than \$2,000:

- \$2,001 to \$50,000: \$30 for the first \$2,000 plus \$6.00 for each additional \$1,000 or fraction thereof to and including \$50,000.
- \$50,001 to \$100,000: \$318 for the first \$50,000 plus \$5.00 for each additional \$1,000 or fraction thereof to and including \$100,000.
- \$100,001 to \$500,000: \$568 for the first \$100,000 plus \$4.00 for each additional \$1,000 or fraction thereof to and including \$500,000.
- \$500,001 and up: \$2168 for the first \$500,000 plus \$3.00 for each additional \$1,000 or fraction thereof.

*Example, the permit fee for a structure valued at \$185,384 would be \$912.00*

*\$568 for first \$100,000 plus \$340 for \$85,000 plus \$4.00 for \$384.00. ( $\$568 + \$340 + \$4.00 = \$912.00$ )*

Re-inspection Fee: \$30.00

State Plan Review Fee: With the exception of one or two family dwellings, any construction value exceeding \$249,999, a fee of 25% of the required permit fee (with a maximum of \$2,000) is required.

Swimming Pool Fee: \$50.00 for any pool (above ground or in ground) with a depth of 2' or greater.

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Housing Moving Fee: **\$100.00** plus foundation permit fee based on construction permit fee schedule. The Chester County Sheriff determines any escort fee.

Demolition Fee: **\$50.00**.

Manufactured Homes and/or Mobile Homes Fee: \$250.00 per section – not to exceed \$500.00.

New Manufactured Homes and/or Mobile Homes Fee: *Based on the purchase price.*

Cellular Tower Fee: *2% of the total contracted cost.*

Temporary Permit Fee: **\$50.00**.

## Penalties

All work, described by this resolution, begun prior to obtaining a permit shall pay a penalty of **two-(2X) times the described fee**. Payment of this penalty does not absolve the applicant from full compliance of building code requirements. It is unlawful and a Class C Misdemeanor.

## Who can apply for a building permit?

### Residential:

For new construction, outbuildings and additions, the property owner can obtain a building permit for their private residence. The owner assumes all legal responsibilities for liability and Workman's compensation insurance. State law limits new home construction to one personal residence every two years.

Workman can obtain a building permit for any job under \$25,000. However, they must have Workman's compensation insurance or sign a waiver if worker's compensation does not apply (for example – no employees).

A licensed contractor can be the general contractor on any project with a cost up to their monetary limit set by the state. They must show proof of Workman's Compensation and a current state contractor's license number for their business.

### Commercial/Industrial:

A worker or owner can do work up to \$25,000 provided they show proof of Workman's compensation insurance or sign a waiver.

A licensed contractor can work on any job where cost does not exceed their monetary limit set by the state. Must show proof of Workman's compensation and a current state contractor's license number for their business.

## What inspections are required?

Footing Inspection: Done after footing formed and all steel installed.

Foundation Wall Inspection: If needed, this inspection completed after foundation walls formed and all steel is in place.

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Flooring Inspection: This inspection done after floor framing and before sub-flooring installed.

Rough-In Underground Plumbing: Done after the under slab plumbing has been installed but prior to it being covered. Water pressurized to 60PSI, Sewer to 5 PSI or a 10-foot head test.

Framing Inspection: This done after rough framing is in place but before any concealment of framing structure.

Insulation Inspection: This is done after all insulation has been installed but before concealment.

Sprinkler Hydro Test Inspection: If needed, in commercial structures, performed in conjunction with the Fire Department.

Final Inspection/Certificate of Occupancy: This is after all work completed but prior to occupancy of the building.

### **Chester County Adopted Building Codes:**

2018 International Residential Code (with local exceptions) 2012

International Building Code

2018 International Plumbing Code

2018 International Mechanical Code

2018 International Property Maintenance Code

2018 International Fire Code and/or 2018 NFPA 101 Life Safety Code

2018 International Fuel Gas Code

2018 International Energy Conservation Code

Any reference to Electrical or Accessibility Code shall use the current code adopted by the State of Tennessee.

### **Planning Commission:**

The Chester County Regional Planning Commission serves the unincorporated area of Chester County with the exception of the City of Henderson's Planning Region. They meet monthly on the third Tuesday night at 6:00 PM at the Public Safety Building. All meetings advertised in the "Chester County Independent" newspaper. All meetings are open to the public.

### **Planning Commission Fees:**

Request for rezoning: **\$100.00**

Subdivision Filing Fees:

Simple 2 lot split **\$50.00**      0 to 4 lots **\$100.00**      5 to 25 lots **\$150.00**      26 to 50 lots **\$250.00**

Over 50 lots – **Negotiated, but not less than \$300.00**

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### **Board of Zoning Appeals:**

The Board of Zoning Appeals is an appellate board to review: actions of the Building Inspector, regarding construction, floodplain, and zoning applications for uses permitted on appeal, and requests for variances. The Board of Zoning Appeals only meets when needed. All meetings and agendas advertised in the “Chester County Independent” newspaper. All meetings are open to the public. Board of Zoning Appeals Fees:

Request for a Variance **\$100.00**

Request for a Use Permitted on an Appeal **\$100.00**

All building permits and application forms obtained in the Chester County Office Building, from the Building and Zoning Department. Our office hours are 8:00am – 4:00pm Monday -Friday. Site visits, inspections and field work are normally scheduled or conducted between 12:30pm - 3:30pm. Morning inspection are granted by exception only.

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