

Signal Mountain Commercial Construction Permits Project Submittal and Review Guide

- 1.) Contact the appropriate entity regarding your sewer disposal.
 - a. If septic system, contact Hamilton County Health Department (423-209-8110)
(Provide copies with permit of all letters or permits to Town)
 - b. If sewer line, contact Water & Wastewater Treatment Authority (423-209-7842)
(Provide copies of all permits, letters, or other applicable information)
- 2.) Restaurants must contact either Health Department or WWTA regarding specific requirements. (No official plan review will be done prior to this step)
- 3.) Provide plans to Building Official
 - a. If new construction, provide full set of plans
 - b. If renovation, provide detailed floor plans and building plans as specified by the Building Official.
- 4.) Provide all State License information for general contractor and subcontractor
 - a. Provide proof of Workman's Comp and Liability Insurance
*Note – Only State issued licenses are accepted for Plumbing and Electrical
- 5.) Submit all Occupancy Classification Information with permit
*Note - Different Occupancy Classifications have greatly differing requirements
(Check with the Building Official for specific requirements)
- 6.) If applicable Occupancy Classification, submit plans to State Fire Marshall
*Or provide letter from State that project is exempt from review
- 7.) For all signage, façade, exterior lighting, and landscaping apply to the Design Review Commission (Submit all required materials per DRC requirements – application available at Town Hall. A \$25 application fee applies.)
*Do not order any signs or materials before DRC review
*The DRC meets the 4th Tuesday of each month. All applications and supplemental information are due eleven (11) days prior to the meeting.
- 8.) Any setback variances must be applied for through the BZA (Submit all required materials per BZA requirements – application available at Town Hall. A \$50 application fee applies.)
*The BZA meets the 4th Thursday of each month when called. All applications and supplemental information are due twenty (20) days prior to the meeting.

Pre-permit consultations are available and recommended! Many problems may be available by taking advantage of this free service.

This list is a guideline only. Some cases may require special conditions. Please consult the Building Inspector if you have any questions at 423-886-2177 or cmartin@signalmountaintn.gov.