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.