

CHECKLIST TO BE COMPLETED PRIOR TO ISSUANCE OF PERMITS

Prior to the issuance of a building permit for new residential construction (including additions), the owner and contractor must complete the following steps:

- Call Brian Dickey, Stormwater Inspector, at Shelbyville Public Works to schedule an appointment for him to visit the site on which you plan to build. The telephone number is (931) 684-2644.
- Owner must obtain the tax map and tax card of the parcel on which construction activity is intended. These items are available at the Bedford County Property Assessor's office located at 100 West Side Square, Suite 301, (931)-684-6390
- Owner must obtain the required Bedford County Facilities Privilege Tax paperwork by going to the Bedford County Zoning Office located at 200 Dover Street, Suite 101, (931) 684-1336 (behind the old hospital on the first floor of the Medical Arts Building).
- An owner can pull the permit as the general contractor for construction of a new single family dwelling if the following conditions are met:
 - Upon completion of construction, the home must be the primary residence of the owner(s) for no less than two years.
 - The owner(s) must provide a notarized affidavit stating this fact. (The affidavit will be kept in the building permit file folder.)
- Contractors must have the proper State license and show proof of same (unless the job cost is less than \$25,000.00). All persons pulling permits must show proof of workers compensation insurance or provide an affidavit of exemption. Certificates of insurance showing workers compensation coverage, **with the City of Shelbyville listed as a certificate holder**, can be faxed from your insurance agency to the Building and Codes Department at (931)680-7492, emailed to Debbie Phillips at debbie.phillips@shelbyvilletn.org, or mailed to the Building & Codes Department, City of Shelbyville, 201 N. Spring St., Shelbyville, TN 37160.
- Contractor must have City Business Tax License (if applicable).
- Foundation Survey
- Check FEMA map for flood zone information.
- Determine whether or not a Certificate of Finished Floor Elevation (FFE) will be required. If an Elevation Certificate is required, it must be submitted to the Building Official prior to performance of rough-in framing inspection.
- Verify specially assigned setback requirements as shown on final subdivision plat.
- Contact John Freeman at Shelbyville Power Water & Sewer Systems regarding water and sewer taps.
- Complete a permit application (available online and at Codes Dept.) and submit it and all supporting documents (listed above) to the City of Shelbyville Building and Codes Department (located on the lower level of City Hall on the northwest corner of the Square).

Our Building Official will review your application, and you will be notified when approval to issue the permit is given.

NOTE: Upon completion of construction and prior to issuance of a Certificate of Occupancy, the following documents must be on file:

- Elevation Certificate (if necessary)
- Erosion Control/drainage ("complete") certificate from Eric Pierce at Public Works Department
- SPWS Inspection Report(s) for water and sewer hook-up
- Energy Code Compliance Certificate must be completed and placed in electrical panel box.

City of Shelbyville Building and Codes Department

201 North Spring Street

Shelbyville, TN 37160

(931) 684-9001 office (931) 680-7492 fax www.shelbyvilletn.org