

CITY OF JACKSON CONSTRUCTION GUIDE

PUBLISHED BY

**BUILDING AND DEPARTMENT
OF NEIGHBORHOOD SERVICES
119 E. MAIN STREET
SUITE 208
JACKSON, TENNESSEE 38301**

**(731) 425-8262
FAX (731) 425-8228**

PARTNERS IN PROGRESS AND PUBLIC SAFETY

REVISED JANUARY 2009

\$25.00

PREFACE

We are pleased you are considering Jackson, Tennessee as a place to build or locate. Our goal is to make Jackson a safe and productive city in which to live and work. We are dedicated to achieving this goal by creating and nurturing a constructive working relationship between the construction industry and our personnel through providing the most efficient and professional service possible. In an effort to provide professional service, each of our staff is required to be certified by the International Code Council, Inc. in their respective field. Building and Fire Inspectors are also required to be state certified. The State of Tennessee, Fire Marshal's Office, issues the certification and mandates continuing education as a requirement to maintain each certification. Please call upon us should you have questions regarding the information in this pamphlet or any adopted Code. Every effort will be made to respond to your requests as expeditiously as possible.

This guide has been printed to aid the designer/contractor in his/her endeavor to comply with the construction codes enforced by the City of Jackson. We have attempted to be as inclusive as possible regarding enforcing agencies and/or codes. Please note that this guide is intended as an overview only and in all cases adopted codes shall prevail should conflicts with this document occur.

JURISDICTION

Through hard work, education, responsibility and respect, the City of Jackson is one of the few Tennessee jurisdictions which enjoy an exemption status. This exemption was granted by the State of Tennessee Fire Marshal's Office. The City of Jackson Building and Department of Neighborhood Services has jurisdiction over all construction within the corporate limits of Jackson with the exception of Federally-owned buildings. The City of Jackson will require plans review and inspections of State-owned buildings with the exception of electrical inspections and educational occupancies. (See other agencies.) Existing buildings are the jurisdiction of the City of Jackson Fire Department. Additions to, or changes in occupancy involving existing buildings, are handled by the City of Jackson Building and Department of Neighborhood Services.

IS THIS CURRENT INFORMATION

From time to time codes/policies/procedures change. If you have any doubt as to whether this guide is current information, please contact our office and reference the date to the bottom left corner of the cover. Should your guide be outdated, please disregard and request a current copy.

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The following is a list of codes adopted by the City of Jackson and/or the State of Tennessee, which are enforced by the City of Jackson.

BUILDING CODE:

TITLE: **INTERNATIONAL BUILDING CODE**
EDITION: 2006 EDITION
CODE SOURCE: INTERNATIONAL CODE COUNCIL, INC.
900 MONTCLAIR ROAD
BIRMINGHAM, ALABAMA 35213-1206
PHONE: 205-591-1853

ENERGY CODE:

TITLE: **INTERNATIONAL ENERGY CONSERVATION CODE**
EDITION: 2006 EDITION
CODE SOURCE: INTERNATIONAL CODE COUNCIL, INC.
900 MONTCLAIR ROAD
BIRMINGHAM, ALABAMA 35213-1206
PHONE: 205-591-1853

RESIDENTIAL CONSTRUCTION CODE:

TITLE: **INTERNATIONAL ONE & TWO FAMILY DWELLING CODE**
EDITION: 2006 EDITION
CODE SOURCE: INTERNATIONAL CODE COUNCIL, INC.
900 MONTCLAIR ROAD
BIRMINGHAM, ALABAMA 35213-1206
PHONE: 205-591-1853

MECHANICAL CODE:

TITLE: **INTERNATIONAL MECHANICAL CODE**
EDITION: 2006 EDITION
CODE SOURCE: INTERNATIONAL CODE COUNCIL, INC.
900 MONTCLAIR ROAD
BIRMINGHAM, ALABAMA 35213-1206
PHONE: 205-591-1853

THERE ARE NO MAJOR CHANGES AND/OR AMENDMENTS TO THE 2006 INTERNATIONAL MECHANICAL CODE.

GAS CODE:

TITLE: **INTERNATIONAL GAS CODE**

EDITION: 2006 EDITION

CODE SOURCE: INTERNATIONAL CODE COUNCIL, INC.
900 MONTCLAIR ROAD
BIRMINGHAM, ALABAMA 35213-1206
PHONE: 205-591-1853

THERE ARE NO MAJOR CHANGES AND/OR AMENDMENTS TO THE 2006 INTERNATIONAL GAS CODE.

PLUMBING CODE:

TITLE: **INTERNATIONAL PLUMBING CODE**

EDITION: 2006 EDITION

CODE SOURCE: INTERNATIONAL CODE COUNCIL, INC.
900 MONTCLAIR ROAD
BIRMINGHAM, ALABAMA 35213-1206
PHONE: 205-591-1853

THERE ARE NO MAJOR CHANGES AND/OR AMENDMENTS TO THE 2006 INTERNATIONAL PLUMBING CODE.

SWIMMING POOL CODE:

TITLE: **INTERNATIONAL RESIDENTIAL CODE APPENDIX G**

EDITION: 2006 EDITION

CODE SOURCE: INTERNATIONAL CODE COUNCIL, INC.
900 MONTCLAIR ROAD
BIRMINGHAM, ALABAMA 35213-1206
PHONE: 205-591-1853

COMMENTS: REF. 2006 UNIFORM SWIMMING POOL, SPA & HOT TUB CODE

ELECTRICAL CODE:

TITLE: **NATIONAL ELECTRIC CODE**

EDITION: 2005 EDITION

CODE SOURCE: INTERNATIONAL CODE COUNCIL, INC.
900 MONTCLAIR ROAD
BIRMINGHAM, ALABAMA 35213-1206
PHONE: 205-591-1853

THERE ARE NO MAJOR CHANGES AND/OR AMENDMENTS TO THE 2005 NATIONAL ELECTRIC CODE.

HANDICAP ACCESS CODE:

TITLE: **NORTH CAROLINA STATE BUILDING/ACCESSIBILITY CODE
VOLUME 1-C 1999 EDITION WITH 2002 REVISIONS & 2004 AMENDMENTS
OR UNIFORM FEDERAL ACCESSIBILITY STANDARDS (UFAS) OR
AMERICANS WITH DISABILITIES ACT ACCESSIBILITY GUIDELINES
(ADAAG)**

CODE SOURCE: INTERNATIONAL CODE COUNCIL, INC.
900 MONTCLAIR ROAD
BIRMINGHAM, ALABAMA 35213-1206
PHONE: 205-591-1853

HOUSING CODE:

TITLE: **INTERNATIONAL RESIDENTIAL ONE & TWO FAMILY CODE**

EDITION: 2006 EDITION
CODE SOURCE: INTERNATIONAL CODE COUNCIL, INC.
900 MONTCLAIR ROAD
BIRMINGHAM, ALABAMA 35213-1206
PHONE: 205-591-1853

TITLE: **INTERNATIONAL PROPERTY MAINTENANCE CODE**

EDITION: 2006 EDITION
CODE SOURCE: INTERNATIONAL CODE COUNCIL, INC.
900 MONTCLAIR ROAD
BIRMINGHAM, ALABAMA 35213-1206
PHONE: 205-591-1853

UNSAFE BUILDING ABATEMENT CODE

TITLE: **CITY OF JACKSON STANDARD UNSAFE BUILDING
ABATEMENT CODE**

EDITION: 1985 EDITION
CODE SOURCE: BUILDING AND DEPARTMENT OF
NEIGHBORHOOD SERVICES
119 E. MAIN STREET, SUITE 208
JACKSON, TENNESSEE 38301
PHONE: 731-425-8262

COST: \$25.00 PLUS \$3.00 POSTAGE AND HANDLING

SIGN CODE:

TITLE: **CITY OF JACKSON SIGN CODE**

CODE SOURCE: BUILDING AND DEPARTMENT OF
NEIGHBORHOOD SERVICES
119 E. MAIN STREET, SUITE 208
JACKSON, TENNESSEE 38301
PHONE: 731-425-8262

COST: \$25.00 PLUS \$3.00 POSTAGE AND HANDLING

ZONING ORDINANCE

TITLE: **ZONING ORDINANCE OF THE CITY OF JACKSON**

CODE SOURCE: JACKSON REGIONAL PLANNING DEPARTMENT
111 E. MAIN STREET, SUITE 201
JACKSON, TENNESSEE 38301
PHONE: 731-425-8286

COST: \$10.00 PLUS \$3.00 POSTAGE AND HANDLING

EROSION AND STORM WATER CONTROL ORDINANCE:

TITLE: **EROSION AND STORM WATER CONTROL ORDINANCE**

CODE SOURCE: CITY OF JACKSON ENGINEERING DEPARTMENT
117 E. MAIN STREET, SUITE 206
JACKSON, TENNESSEE 38301
PHONE: 731-425-8220

COST: FREE

FIRE CODES:

TITLE: **INTERNATIONAL FIRE CODE**

EDITION: 2006 EDITION
CODE SOURCE: INTERNATIONAL CODE COUNCIL, INC.
900 MONTCLAIR ROAD
BIRMINGHAM, ALABAMA 35213-1206
PHONE: 205-591-1853

THERE ARE NO MAJOR CHANGES AND/OR AMENDMENTS TO THE 2006 INTERNATIONAL FIRE CODE.

TITLE: **NATIONAL FIRE CODES (NFPA)**

EDITION: LATEST EDITION STARTING WITH 2006
CODE SOURCE: NATIONAL FIRE PROTECTION ASSOCIATION
1 BATTERY MARCH PARK
P. O. BOX 9101
QUINCY, MA 02269-9101
PHONE: 1-800-344-3555

DESIGN CRITERIA

COMMERCIAL BUILDINGS

WIND LOAD = 90 MPH
ROOF LIVE LOAD REF. IBC TABLE 1607.1
SNOW LOAD = ASCE 7, SNOWLOADS
SEISMIC LOADS – IBC 1613
FROST LINE – 13 INCHES
SOIL TERMITE PROTECTION IS REQUIRED
THIS AREA IS SUBJECT TO DECAY AND WEATHERING

RESIDENTIAL BUILDINGS

REFERENCE IRC R-201.2

ROOF LIVE LOAD = 20 LBS. PSF
ROOF SNOW LOAD = 10 LBS. PSF
WIND SPEED = 90 MPH
FROST LINE DEPTH = 13 INCHES
TERMITE PROTECTION IS REQUIRED
THIS AREA IS SUBJECT TO DECAY AND WEATHERING

DESIGN DATA SHEET

THE FOLLOWING DESIGN DATA SHEET MAY BE COMPLETED, SEALED, SIGNED AND DATED BY A TENNESSEE LICENSED ARCHITECT OR ENGINEER AND SUBMITTED TO THIS OFFICE.

CODE CONFLICT OR INCONSISTENCY

IN THE EVENT OF A CONFLICT OR INCONSISTENCY BETWEEN THE CODES ENFORCED BY THE CITY OF JACKSON:

THE PROVISIONS OF THE INTERNATIONAL BUILDING CODE SHALL PREVAIL IF SUCH CONFLICT OR INCONSISTENCY RELATES TO HEIGHT OR AREA RESTRICTIONS ON NEW CONSTRUCTION; AND

THE MORE STRINGENT CODE PROVISIONS SHALL PREVAIL IN ALL OTHER CASES.

REFERENCE STATE REG. 0780-2-2-.04.

CODE ADVISORY/APPEALS BOARD

IF AT ANY TIME, YOU FEEL THAT ANY OFFICIAL OF THE BUILDING AND DEPARTMENT OF NEIGHBORHOOD SERVICES OR FIRE DEPARTMENT, HAS MISAPPLIED AND/OR MISINTERPRETED ANY CODE OR REJECTED AN ALTERNATE MATERIAL OR METHOD OF CONSTRUCTION, YOU MAY APPEAL THE DECISION TO THE CODE ADVISORY/APPEALS BOARD. THE BOARD MEETS FOR THE PURPOSE OF HEARING APPEALS ON THE THIRD THURSDAY OF EACH MONTH. APPLICANTS MUST APPLY TO THE BUILDING AND DEPARTMENT OF NEIGHBORHOOD SERVICES ON OR BEFORE THE FIRST THURSDAY OF THE MONTH IN WHICH HE/SHE WISHES THE APPEAL TO BE HEARD. A \$100.00 (ONE HUNDRED DOLLAR) FEE MUST ACCOMPANY EACH APPEAL TO COVER THE ADVERTISING AND PROCESSING EXPENSES.

102.2 EMPLOYEE QUALIFICATIONS

102.2.1 Building Official Qualifications. The building official shall have at least ten years experience or equivalent, as an architect, engineer, inspector, contractor, or superintendent of construction, or any combination of these, five years of which shall have been in responsible charge of work. The building official should be certified as a building official through a recognized certification program or have a combination of education and experience acceptable to the governing authority. The building official shall be appointed or hired by the applicable governing authority and shall not be removed from office except for cause after full opportunity has been given to be heard on specific charges before such applicable governing authority.

102.2.3 INSPECTOR QUALIFICATIONS

The building official, with the approval of the applicable governing authority, may appoint or hire such number of officers, inspectors, assistants and other employees as shall be authorized from time to time. A person shall not be appointed or hired as inspector of construction who has not had at least three years experience as a building inspector, engineer, architect, or as a superintendent, foreman, or competent mechanic in charge of construction. The inspector shall be certified as a building inspector within twelve months of his/her date of hire through a recognized certification program.

OTHER AGENCIES

IN ADDITION TO THE ABOVE REFERENCED CODES, THE FOLLOWING AGENCIES MAY HAVE ADDITIONAL REQUIREMENTS.

EDUCATIONAL OCCUPANCIES

PLEASE NOTE THAT THE CITY OF JACKSON DOES NOT HAVE PRIMARY JURISDICTION OVER EDUCATIONAL OCCUPANCIES. YOU SHOULD CONTACT THE STATE FIRE MARSHAL'S OFFICE REGARDING SUCH OCCUPANCIES AT (615) 741-7190. THE CITY OF JACKSON WILL REQUIRE PLANS SUBMITTAL AND INSPECTIONS ALSO.

THE STATE OF TENNESSEE WILL HAVE PRIMARY JURISDICTION OVER STATE OWNED BUILDINGS. PLEASE CONTACT THE STATE FIRE MARSHAL'S OFFICE REGARDING REQUIREMENTS AT (615) 741-7190. THE CITY OF JACKSON WILL REQUIRE PLANS SUBMITTAL ON THESE BUILDINGS.

INSTITUTIONAL OCCUPANCIES

THE STATE OF TENNESSEE, DEPARTMENT OF HEALTH AND ENVIRONMENT, HAS ADDITIONAL REQUIREMENTS REGARDING INSTITUTIONAL HEALTH CARE FACILITIES AND MAY BE CONTACTED AT (615) 367-6303.

PUBLIC FOOD PREPARATION FACILITIES

THE JACKSON/MADISON COUNTY HEALTH DEPARTMENT IN COOPERATION WITH THE STATE OF TENNESSEE HAS ADDITIONAL REQUIREMENTS REGARDING FOOD PREPARATION FACILITIES. THEY MAY BE CONTACTED AT (731) 423-0443.

BUSINESS LICENSE REQUIREMENTS

DEPENDING ON THE TYPE OF WORK YOU PLAN TO PERFORM, ITS VALUE, AND YOUR HOME OFFICE LOCATION, YOU MAY BE REQUIRED TO PURCHASE A CITY AND COUNTY BUSINESS LICENSE. CONTACT THE CITY OF JACKSON REVENUE OFFICE FOR MORE INFORMATION AT (731) 425-8214.

TRADESMAN LICENSE REQUIREMENTS BY THE CITY OF JACKSON

ALL PERSONS PERFORMING ELECTRICAL, PLUMBING, MECHANICAL AND/OR GAS PIPEFITTING WORK MUST BE LICENSED BY THE CITY OF JACKSON. FOR MORE INFORMATION REGARDING OBTAINING A LICENSE, PLEASE NOTE THE FOLLOWING "TRADESMAN LICENSE EXAM INFORMATION" FROM THE BUILDING AND DEPARTMENT OF NEIGHBORHOOD SERVICES OR CONTACT US AT (731) 425-8262. PLEASE NOTE THAT THESE LICENSE REQUIREMENTS ARE IN ADDITION TO THE STATE LICENSE REQUIREMENTS, WHERE APPLICABLE.

TRADESMAN LICENSE EXAM INFORMATION SCHEDULE AND PROCEDURES

EXAMINATION DATES

Examinations for tradesman license are administered four times each year. Exams are given on the third Saturday of January, April, July and October.

HOW TO APPLY

You must fill out the application provided by the Building and Department of Neighborhood Services. The application must be received by the City on or before the first day of the month the exam is to be administered. The examination fee of \$85.00 must be submitted with the application. The fee must be paid by check, cash or money order. The applicant must be approved by the appropriate official and the Director of the Building and Department of Neighborhood Services.

Information requested on the application should be typewritten or printed. The application is available at the Building and Department of Neighborhood Services or the City of Jackson web site. Use your preferred mailing address to which examination results should be sent. Your name should be provided on the form as you wish it to appear on your license. Your social security number (optional) is requested on the application for identification purposes. You should indicate the type license for which you wish to be tested on the application.

ADDRESS AND NAME CHANGE

If you want to change the mailing address you entered on the application, you must inform the Building and Department of Neighborhood Services in writing. Name changes are to be handled in the same manner.

FEES AND REFUNDS

Fees for all examinations are \$85.00 payable by check, cash or money order. Only one exam can be taken at the time the exams are administered.

If you are unable to attend an examination and notify the Building and Department of Neighborhood Services in writing more than one week prior to the exam date, one half of the exam fee may be applied to the next given exam. Should the applicant not be able to take the exam at the next given time, the fee shall be forfeited.

Should your application be denied, your fee will be refunded along with the reason for said denial.

Exams will not be given to applicants who have not paid their exam fees.

CERTIFICATE AVAILABLE

Applicants who successfully pass the exam may order a certificate. The certificate is suitable for framing. These may be ordered through the Building and Department of Neighborhood Services Department at a cost of \$18.00.

HOW TO REGISTER A COMPLAINT

All information relating to an examination that has been administered must be requested in writing by the applicant.

If you have a question or wish to comment about the examination supervision or any other matter related to the testing program, write to: Director of the Building and Neighborhood Services, 119 E. Main Street, Suite 208, Jackson, TN 38301. Be certain to mention the type examination taken, the examination date, and provide your complete name and address.

The proctor is present only to administer the examination and may not engage in discussion of questions, policies, grading procedures or the like. The proctor is not authorized to make any exception or to take any action not presently covered by International Code Council policies and procedures.

CANCELLATION OF SCORES

On rare occasions, circumstances may render examination scores invalid. International Code Council and/or the Building and Department of Neighborhood Services reserves the right to cancel or withhold any examination scores if, in either's sole opinion, there is adequate reason to question the validity of certain results. Cancelled scores may result from two situations:

1. Doubts may be raised about the validity of certain scores because of suspected misconduct, such as giving or receiving help or removing materials or notes from the examination for someone else. In such circumstances, examinees will be expected to cooperate in an investigation of their scores.
2. Some scores may be rendered invalid because of circumstances beyond the examinee's control, such as faulty examination materials. These situations will be thoroughly investigated. When such occurrences result in cancellation of an examinee's scores, the applicant will be allowed to test at the next scheduled time at no additional fee.

SECURITY

An important aspect of the International Code Council examination program is the strict adherence to rules governing the security of copyrighted examination materials. This security has a significant impact on the value and prestige of the program. The beneficiaries are those who become licensed.

REGULATIONS AT THE EXAM CENTER

The following regulations and procedures will be observed at every examination administration:

1. The examination will be held only on the dates and times scheduled. Be prompt.

2. Bring three or four sharpened No. 2 pencils and a good eraser. Pencils or erasers will not be furnished at the test site. You will not be permitted to use ballpoint pens, colored pencils, or felt pens. Also bring a ruler.
3. Bring a watch. Although time is not intended to be a factor, you should keep track. Do not allow yourself to become bogged down on any one question. You will not be permitted to continue a test beyond the established time limit under any circumstances.
4. Candidates are permitted to take an unlimited number of reference books into the examination room for use during the open book portion of the exam. The use of bound, copyrighted reference material is permitted for the open book portion of all examinations. This material may not be used during the closed book portion of the exam. You are permitted to use electronic calculators. Special seating is not available to accommodate solar calculators or electrical supply cords. You are not permitted to bring any copier-recorder or other mechanical or electronic devices which would make copies of or record test materials. Such devices will be confiscated by the proctor and the owner will be escorted from the testing center. No fees will be returned and you may be prosecuted. All materials may be inspected by proctors on arrival and prior to leaving the examination room.
5. Visitors are not permitted in the examination room.
6. If you wish to leave the room during the examination, you must ask permission from the proctor. Only one person will be allowed to leave the testing area at any one time. You will not be allowed additional time to make up for the time lost.
7. Writing in or on reference materials is prohibited.
8. Examinees may not share reference materials.
9. Questions concerning the content of the examinations may not be asked.
10. Any examinee who gives or receives assistance during the examination will be required to turn in his or her materials immediately and leave the room. In addition, the proctor shall dismiss an examinee for any of the following reasons:
 - (a) Creating a disturbance.
 - (b) Attempting to remove materials or notes from the examination room.
 - (c) Copying exam questions down on separate material.
 - (d) Giving or receiving assistance during the exam.

TAKING THE EXAMINATION

Quiet must be maintained both inside and outside the examination room, make sure that you are not talking loudly or in any way disturbing the examinees in the examination room.

Each applicant will be given an exam booklet, plans (if necessary), an answer sheet, and a remark sheet. All of this material and any scratch paper used during the exam must be enclosed in the return envelope.

Each question in the booklet has one, and only one, correct answer. In answering the questions, select the one response which answers each question and mark the corresponding space on the answer sheet. If more than one response or no response is marked, no credit will be given for the question.

Keep track of time. You will have time to complete the examination and check your work only if you work steadily, and do not spend too much time on those questions that are difficult for you. After a reasonable time, mark on the answer sheet the answer you think is correct and go on to the next question. Then, if you finish before time is called, you can go back to the questions you have doubts about.

All questions have equal value. Your score will be based on the number of correct answers you give, therefore it is to your advantage to answer every question. There is no penalty for guessing.

All marks other than your chosen answers must be erased completely. Do not rest your pencil in the response area, since this may inadvertently cause stray marks that could be taken for response by the optical reading equipment.

Any comments pertaining to the exam or site should be recorded by you on the remark sheet and returned with all examination materials to the proctor in the envelope. Under no circumstances are examination materials to be taken from the room.

All exam materials received at the exam site must be returned to the proctor. Failure to return all materials will disqualify the candidate's score and International Code Council and/or the Building and Department of Neighborhood Services may refuse any further applications from the candidate for testing.

Examination Outlines

The percentage of questions for each content area is subject to change and may not equal 100% due to rounding.

EXAM ID: 701 EXAM: STANDARD MASTER ELECTRICIAN
One Part – Open Book – 100 Multiple-Choice Questions - 5 Hour Time Limit

Major Content Area	No. of Questions	Percent of Exam
Service Transformers and Equipment	19	19%
Wiring Methods and Installation	16	16%
Cabinets, Panelboards, Switchboards, Boxes and Conduit Bodies	4	4%
Conductors	14	14%
Control Devices	5	5%
Motors and Generators	10	10%
Utilization Equipment and Devices	7	7%
Special Occupancies and Uses	10	10%
Miscellaneous	5	5%
Plan Reading and Analysis	10	10%

Approved Reference: National Electrical Code, 2005 Edition

EXAM ID: 703 EXAM: STANDARD JOURNEYMAN ELECTRICIAN
One Part – Open Book – 80 Multiple-Choice Questions – 4 Hour Time Limit

Major Content Area	No. of Questions	Percent of Exam
Service Transformers and Equipment	13	16%
Wiring Methods and Installation	19	24%
Cabinets, Panelboards, Switchboards, Boxes, and Conduit Bodies	4	5%
Conductors	16	20%
Control Devices	3	4%
Motors and Generators	6	8%
Utilization Equipment and Devices	6	8%
Special Occupancies and Uses	9	10%
Miscellaneous	4	5%

Approved Reference: National Electrical Code, 2005 Edition

EXAM ID: 218 EXAM: LOW-VOLTAGE ELECTRICIAN
One Part – Open Book – 50 Multiple-Choice Questions – 3 Hour Time Limit

Major Content Area	No. of Questions	Percent of Exam
General Low-Voltage Requirements	10	20%
Power Limiting/Alarm Systems	20	40%
Telephones	10	20%
Televisions and Radios	10	20%

Approved Reference: National Electrical Code, 2005 Edition

EXAM ID: 824 EXAM: STANDARD RESIDENTIAL ELECTRICIAN
One Part – Open Book – 80 Multiple-Choice Questions – 4 Hour Time Limit

Major Content Area	No. of Questions	Percent of Exam
Electrical Layout and Plan Reading	9	11%
Branch Circuit and Wiring	8	10%
Appliance and Motor Circuits	3	3%
Installation	3	3%
Panel Wiring	2	3%
Trimout and Wiring	2	3%
Administrative	1	1%
Grounding and Bonding	2	3%
Electrical Layout	5	6%
Branch Circuits B Rough In	7	9%
Branch Circuits and Appliances	8	10%
Services	7	9%
Grounding	8	10%
Panel Wiring and Overcurrent Protection	8	10%
Final Wiring and Trimout	7	9%

Approved Reference: National Electrical Code, 2005 Edition

EXAM ID: 704 EXAM: STANDARD MAINTENANCE ELECTRICIAN
One Part – Open Book – 60 Multiple-Choice Questions – 3 Hour Time Limit

<u>Major Content Area</u>	<u>No. of Questions</u>	<u>Percent of Exam</u>
Terms and Definitions	6	10%
Electrical Theory	6	10%
General Requirements and Fundamentals	6	10%
Wiring Methods	15	25%
Voltage Drop	3	5%
Motor Loads	6	10%
Overcurrent Protection	6	10%
Calculations	9	15%
Clearances	3	5%

Approved Reference: National Electrical Code, 2005 Edition

EXAM ID: 672 EXAM: STANDARD MASTER PLUMBER
One Part – Open Book – 100 Multiple-Choice Questions – 4 Hour Time Limit

<u>Major Content Area</u>	<u>No. of Questions</u>	<u>Percent of Exam</u>
Plumbing Fixtures and Terminology	7	7%
Plumbing Fundamentals	13	13%
Traps, Cleanouts, and Interceptors	7	7%
Special Requirements	3	3%
Drainage Requirements	19	19%
Vent Requirements	17	17%
Water Distribution	11	11%
Plan and Analysis	23	23%

Approved Reference: International Plumbing Code, 2006 Edition

EXAM ID: 674 EXAM: MASTER PLUMBER WITH GAS
One Part – Open Book – 100 Multiple-Choice Questions – 4 Hour Time Limit

<u>Major Content Area</u>	<u>No. of Questions</u>	<u>Percent of Exam</u>
Plumbing Fixtures and Terminology	7	7%
Plumbing Fundamentals	13	13%
Traps, Cleanouts and Interceptors	7	7%
Special Requirements	6	6%
Drainage Requirements	8	8%
Vent Requirements	9	9%
Water Distribution	7	7%
Plan and Analysis	23	23%
Gas	20	20%

Approved References: International Plumbing Code, 2006 Edition; and International Fuel Gas Code, 2006 Edition

EXAM ID: 673 EXAM: STANDARD JOURNEYMAN PLUMBER
One Part – Open Book – 70 Multiple-Choice Questions – 3 Hour Time Limit

<u>Major Content Area</u>	<u>No. of Questions</u>	<u>Percent of Exam</u>
Plumbing Fixtures and Terminology	4	6%
Plumbing Fundamentals	10	14%
Traps, Cleanouts, and Interceptors	4	6%
Special Requirements	3	4%

Drainage Requirements	11	16%
Venting Requirements	11	16%
Water Distribution	8	11%
Plan Reading	19	27%

Approved Reference: International Plumbing Code, 2006 Edition

EXAM ID: 675 **EXAM: JOURNEYMAN PLUMBER WITH GAS**
One Part – Open Book – 70 Multiple-Choice Questions – 3 Hour Time Limit

<u>Major Content Area</u>	<u>No. of Questions</u>	<u>Percent of Exam</u>
Plumbing Fixtures and Terminology	3	4%
Plumbing Fundamentals	9	13%
Traps, Cleanouts, and Interceptors	3	4%
Special Requirements	3	4%
Drainage Requirements	10	14%
Venting Requirements	10	14%
Water Distribution	8	11%
Plan Reading	10	14%
Gas	14	20%

Approved References: International Plumbing Code, 2006 Edition; and International Fuel Gas Code, 2006 Edition

EXAM ID: 676 **EXAM: STANDARD RESIDENTIAL PLUMBER**
One Part – Open Book – 70 Multiple-Choice Questions – 3 Hour Time Limit

<u>Major Content Area</u>	<u>No. of Questions</u>	<u>Percent of Exam</u>
Administration and Definitions	4	6%
General Requirements	4	6%
Fixture Requirements	10	14%
Water Requirements	10	14%
Drainage Requirements	12	17%
Venting Requirements	12	17%
Plan Reading	18	26%

Approved Reference: International Plumbing Code, 2006 Edition

EXAM ID: 677 **EXAM: MASTER GAS PIPE FITTER**
One Part – Open Book – 75 Multiple-Choice Questions – 3 Hour Time Limit

<u>Major Content Area</u>	<u>No. of Questions</u>	<u>Percent of Exam</u>
Terminology and Fundamentals	10	13%
Theory and Principles	10	13%
Plan Reading	10	13%
Operating Principles	5	7%
Materials	5	7%
Pipe Sizing and Installation	7	9%
Appliances	11	15%
Vents	4	5%
Special Requirements	5	7%
Plan Application	8	11%

Approved Reference: International Fuel Gas Code, 2006 Edition

EXAM ID: 678 EXAM: JOURNEYMAN GAS PIPE FITTER
One Part – Open Book – 50 Multiple-Choice Questions – 2 Hour Time Limit

<u>Major Content Area</u>	<u>No. of Questions</u>	<u>Percent of Exam</u>
Terminology and Fundamentals	3	6%
Basic Theory and Principles	5	10%
Materials	6	12%
Appliances	12	24%
Venting	12	24%
Pipe Sizing and Installation	12	24%

Approved Reference: International Fuel Gas Code, 2006 Edition

EXAM ID: 670 EXAM: STANDARD MASTER MECHANICAL
One Part – Open Book – 100 Multiple-Choice Questions – 4 Hour Time Limit

<u>Major Content Area</u>	<u>No. of Questions</u>	<u>Percent of Exam</u>
HVAC Principles, Terminology Administration & Safety	16	16%
HVAC Installation Requirements	14	14%
Venting Duct and Combustion Air	18	18%
Gas Piping	8	8%
HVAC Electrical	13	13%
Boilers Duct and Electrical	11	11%
Plan Analysis	20	20%

Approved References: International Fuel Gas Code, 2006 Edition, International Mechanical Code, 2006 Edition and National Electrical Code, 2005 Edition

EXAM ID: 671 EXAM: STANDARD JOURNEYMAN MECHANICAL
One Part – Open Book – 50 Multiple-Choice Questions – 3 Hour Time Limit

<u>Major Content Area</u>	<u>No. of Questions</u>	<u>Percent of Exam</u>
Workman Safety	1	2%
Basic Heat Flow	2	4%
Refrigeration Cycle	2	4%
Types of Refrigeration Systems	1	2%
Types of Air Flow and Distribution Systems	1	2%
Installation Requirements – Heating	3	6%
Installation Requirements – A.C.	1	2%
Boilers	3	6%
Insulation	2	4%
Venting	3	6%
Combustion Air	2	4%
Gas Piping	8	16%
Electrical	2	4%
Ducts	3	6%
Materials and Standards	2	4%
Heating and Cooling Calculations	1	2%
Mechanical Principles and Terminology	2	4%
Plan Reading and Analysis	11	22%

Approved References: International Fuel Gas Code, 2006 Edition, International Mechanical Code, 2006 Edition, and National Electrical Code, 2005 Edition

STATE CONTRACTORS LICENSE REQUIREMENTS

THE STATE OF TENNESSEE HAS CONTRACTORS LICENSE REQUIREMENTS FOR PROJECTS IN EXCESS OF \$25,000 OR, IN THE CASE OF A SUBCONTRACTOR WORKING UNDER A LICENSED GENERAL CONTRACTOR, IN EXCESS OF \$25,000. FOR MORE INFORMATION, PLEASE CONTACT THE STATE OF TENNESSEE, BOARD OF LICENSING CONTRACTORS AT 1-800-544-7693 or 615-741-8307.

STATE SPRINKLER AND FIRE EXTINGUISHER CONTRACTORS REQUIREMENTS

THE STATE OF TENNESSEE HAS CONTRACTORS LICENSE REQUIREMENTS FOR PERSONS AND/OR FIRMS WHO DESIGN/INSTALL/SERVICE SPRINKLER SYSTEMS AND OTHER FIRE EXTINGUISHING EQUIPMENT. FOR MORE INFORMATION, CONTACT THE STATE OF TENNESSEE, DEPARTMENT OF COMMERCE AND INSURANCE, DIVISION OF FIRE PREVENTION AT (615) 741-2981.

STATE FIRE ALARM SYSTEM CONTRACTORS REQUIREMENTS

THE STATE OF TENNESSEE HAS CONTRACTOR LICENSING RULES AND REGULATIONS FOR PERSONS AND/OR FIRMS WHO ENGAGE IN THE INSTALLATION, SERVICE OR DESIGN OF FIRE ALARM SYSTEMS. PLEASE CONTACT THE STATE OF TENNESSEE, DEPARTMENT OF COMMERCE AND INSURANCE, FIRE ALARM CONTRACTORS BOARD AT (615) 741-9771.

UTILITY INFORMATION

UTILITIES – WATER, SEWER, GAS AND ELECTRICITY – ARE PROVIDED BY THE JACKSON ENERGY AUTHORITY. ALL TAP AND/OR OTHER FEES ARE PAID DIRECTLY TO THE JACKSON ENERGY AUTHORITY.

OFFICIAL ADDRESSES

MADISON COUNTY E911 DISTRICT ASSIGNS ADDRESSES WITHIN THE CITY LIMITS AS WELL AS MADISON COUNTY. PHONE (731) 423-3911.

SALES TAX INFORMATION AND IMPACT FEES

THE CURRENT SALES TAX RATE IS 9.75 PERCENT. AT THE PRESENT TIME, THERE ARE NO IMPACT TYPE FEES FOR CONSTRUCTION PROJECTS OTHER THAN THOSE CHARGED BY THE JACKSON ENERGY AUTHORITY.

SECURITY KEY BOX SYSTEM

HIGH SECURITY BOX SYSTEMS ALLOW RAPID ENTRY FOR FIREFIGHTERS WITHOUT FORCIBLE ENTRY. CONTACT CITY OF JACKSON FIRE DEPARTMENT, 440 E. CHESTER, JACKSON, TN 38301 – (731) 425-8347.

PLANS REVIEW

STANDARD PLANS REVIEW NEW LARGE PROJECTS

THE CITY OF JACKSON OFFERS PLANS REVIEW SERVICES TO DESIGNERS, CONTRACTORS AND OTHER CONSTRUCTION PERSONS. THE PURPOSE IS TO IDENTIFY NON-COMPLYING AREAS PRIOR TO CONSTRUCTION AND TO INSURE THE MINIMUM COSTLY FIELD CHANGES. THE FOLLOWING POLICIES AND PROCEDURES ARE APPLICABLE TO THE PLANS REVIEW PROCESS:

SITE PLAN REVIEW

ON ALL NEW PROJECTS OR ADDITIONS TO EXISTING BUILDINGS, YOU MUST SUBMIT 4 SETS OF SITE AND LANDSCAPE PLANS, A COMMERCIAL PLANS REVIEW APPLICATION AND A SITE PLANS REVIEW FEE OF \$75.00 TO THE BUILDING AND DEPARTMENT OF NEIGHBORHOOD SERVICES. THE BUILDING AND DEPARTMENT OF NEIGHBORHOOD SERVICES WILL RECEIPT IT IN AND THEN YOU WILL TAKE THE RECEIPT ALONG WITH YOUR SITE PLANS TO THE PLANNING DEPARTMENT FOR REVIEW. THE PLANNING DEPARTMENT WILL DISTRIBUTE THE SITE PLANS TO THE ENGINEERING DEPARTMENT AND THE BUILDING AND DEPARTMENT OF NEIGHBORHOOD SERVICES FOR REVIEW.

BUILDING PLANS REVIEW (STANDARD)

- (1) THE APPLICANT SUBMITS TWO COMPLETE SETS OF CONSTRUCTION DOCUMENTS INCLUDING DRAWINGS, SPECIFICATIONS, MATERIAL SAFETY DATA SHEETS, INFORMATION ON STORAGE, STRUCTURAL DESIGN LOADING DATA, ETC.
- (2) SUBMIT WITH CONSTRUCTION DOCUMENTS A COMPLETED COMMERCIAL PLANS REVIEW APPLICATION AND FEES. SEE FEE SCHEDULE.
- (3) PLANS ARE REVIEWED ON A FIRST COME, FIRST SERVE BASIS. OUR GOAL IS TO RESPOND WITHIN **10 WORKING DAYS**. (SEE FAST TRACK REVIEW). SHOULD YOU NOT RECEIVE A RESPONSE IN 15 WORKING DAYS, CONTACT THIS OFFICE AND YOUR PROJECT WILL BE FAST TRACKED AT NO ADDITIONAL COST.

BUILDING PLANS REVIEW (FAST TRACK)

- (1) THE APPLICANT MAY SUBMIT TWO SETS OF PARTIAL CONSTRUCTION DOCUMENTS INCLUDING ALL AVAILABLE DRAWINGS, SPECIFICATIONS, AND APPLICABLE MATERIAL SAFETY DATA SHEETS. A MINIMUM OF THE FOLLOWING DRAWINGS ARE REQUIRED FOR A FOUNDATION PERMIT: STAMPED FOUNDATION DRAWINGS, OCCUPANCY CLASSIFICATION, AND A CONCEPTUAL FLOOR PLAN ARRANGEMENT. IF THE COMPLETE DRAWINGS ARE AVAILABLE AND YOU WISH THE PERMITS TO BE ISSUED IN PHASES TO EXPEDITE THE PROJECT, SUBMIT THE COMPLETED DRAWINGS AS A FAST TRACK PROJECT.
- (2) INCLUDED WITH THE CONSTRUCTION DOCUMENTS, MUST BE A COMPLETED APPLICATION AND THE APPLICABLE FEE.
- (3) WHILE OUR GOAL IS TO RESPOND TO FAST TRACK APPLICATIONS AS SOON AS POSSIBLE, IF YOU HAVE NOT RECEIVED A RESPONSE IN **FIVE WORKING DAYS**, CONTACT OUR OFFICE.
- (4) COMPLETED CONSTRUCTION DOCUMENTS MUST BE SUBMITTED AS SOON AS AVAILABLE AND IN NO CASE, SHOULD CONSTRUCTION PROGRESS FURTHER THAN APPROVED DRAWINGS/PERMITS INDICATE.

SMALL INTERIOR REMODELS, ETC.

FOR THE PURPOSE OF EXPEDITING SMALL REMODEL PROJECTS AND INTERIOR FINISHES OF SHELL BUSINESS AND MERCANTILE OCCUPANCIES, WE PROVIDE A “WALK THROUGH PLAN REVIEW”. THIS REVIEW IS PROVIDED BY APPOINTMENT ONLY AND IS LIMITED TO LESS COMPLICATED PROJECTS. WHENEVER POSSIBLE, SKETCHES AND/OR DRAWINGS SHOULD BE BROUGHT INTO OUR OFFICE FOR REVIEW. IN SOME CASES, ON SITE INSPECTIONS/REVIEWS WILL BE REQUIRED. THE FEE FOR A “WALK THROUGH INSPECTION” IS \$40.00.

PLEASE HELP US PROVIDE THE BEST SERVICE POSSIBLE BY DOING AS MUCH CODE RESEARCH AS POSSIBLE REGARDING YOUR PROJECT PRIOR TO APPLICATION FOR REVIEW. THIS WILL RESULT IN FEWER REVIEW COMMENTS AND/OR PERMIT DENIALS.

104.2.3 DESIGN PROFESSIONAL.

The design professional shall be an architect or engineer legally registered under the laws of this state regulating the practice of architecture or engineering and shall affix his official seal to said drawings, specifications and accompanying data, for the following:

1. All Group A, E and I occupancies.
2. Buildings and structures three stories or more high.
3. Buildings and structures 5,000 sq. ft. (465 m²) or more in area.

EXCEPTION: Group R3 buildings, regardless of size, shall require neither a registered architect or engineer, nor a certification that an architect or engineer is not required.

DRAFT PAYMENT PLAN

THE DRAFT PAYMENT PLAN WAS DEVELOPED TO PROVIDE AN EASIER MORE CONVENIENT METHOD FOR PERSONS TO OBTAIN PERMITS FOR RESIDENTIAL AND APPROVED COMMERCIAL PROJECTS.

THE PROCESS IS SIMPLE. YOU FILL OUT THE APPLICATION (SEE NEXT 2 PAGES) AND RETURN TO OUR OFFICE. YOU ARRANGE TO HAVE YOUR DRAFT FORMS PRINTED. NOTE THAT THE DRAFT FORMS MUST BE **PRINTED, BOUND AS PERSONAL CHECKBOOKS, AND THE DUPLICATE CHECK METHOD MUST BE USED**. THE DRAFT FORMS MUST BE DELIVERED TO OUR OFFICE AND YOU ARE READY TO BEGIN USING THE DRAFT PAYMENT PROCESS.

WHEN USING THE DRAFT PAYMENT PROCESS, YOU MAY FAX, MAIL OR HAND DELIVER THE PERMIT APPLICATION TO OUR OFFICE. NOTE THAT THE JOB FOR WHICH A PERMIT IS BEING OBTAINED IS NOT PERMITTED UNTIL YOU RECEIVE A PERMIT, THEREFORE THE WORK SHOULD NOT BEGIN UNTIL YOU RECEIVE YOUR PERMIT.

YOU MAY ALSO PAY OTHER FEES VIA THE DRAFT PAYMENT PLAN, SUCH AS PLAN REVIEW FEES, LICENSE FEES, ETC. NO DRAFT WILL BE PROCESSED WHICH IS NOT AUTHORIZED BY YOU OR YOUR AUTHORIZED AGENT.

AUTHORITY TO DRAW DRAFTS FOR FEES

NAME OF BANK CUSTOMER

Please indicate the Building Department account numbers you authorize payment for via this bank account.

MAILING ADDRESS OF BANK CUSTOMER

CITY, STATE, ZIP CODE

TO START YOUR DRAFT PAYMENTS
PLEASE FILL OUT THE TOP AND
BOTTOM PORTIONS OF THIS FORM
AND RETURN TO OUR OFFICE

FULL NAME OF BANK

BANK ADDRESS

Building & Dept. of Neighborhood Services
119 E. Main St., Suite 208
Jackson, TN 38301
(731) 425-8262

CITY, STATE, ZIP CODE

I have given authority to honor pre-authorized drafts drawn by you on my account for fees. I understand that if for any reason the draft is returned, the permit(s) for which the draft(s) were payments for will be subject to being voided.

ACCOUNT NUMBER

DATE

SIGNATURE OF BANK DEPOSITOR

(AS SHOWN ON BANK RECORDS)

AUTHORIZATION TO HONOR DRAFTS

NAME OF BANK CUSTOMER (EXACTLY AS CHECKS ARE SIGNED) _____

YOUR ACCOUNT NO. (IF ANY) _____

FULL NAME OF BANK _____

BANK ADDRESS _____

CITY, STATE, ZIP CODE _____

As a convenience to me, I hereby request and authorize you to pay and charge my account drafts drawn on my account by and payable to the order of the City of Jackson Building and Department of Neighborhood Services. I agree that your rights in respect to each such draft shall be the same as if it were a check drawn on you and signed personally by me. The authority is to remain in effect until revoked by me in writing and until you actually receive such notice. I agree that you shall be fully protected in honoring all such drafts. I further agree that if any such check be dishonored whether with or without cause and whether intentionally or inadvertently, you shall be under no liability whatsoever even though such dishonor results in the forfeiture and/or voiding permits/licensing.

SIGN AS YOU SIGN YOUR CHECKS

DATE

This sample draft form is provided for your benefit. You must provide these forms. Your banking institution may print them for you just as they print your checks. Please note Bank Draft forms must be printed and bound as personal checks and the duplicate check system must be used. The Building and Department of Neighborhood Services Number(s), the number assigned to you by our office, should be noted on the draft.

SAMPLE BANK DRAFT FORM

John Doe Construction Company (Bank Draft) Draft Number

Building and Department of Neighborhood Services
Account No. Here

Date _____

PAY TO THE ORDER OF THE
CITY OF JACKSON

Amount _____

_____ DOLLARS

Name of Bank & Address

Memo Line _____

_____ Signature On File

SINGLE FAMILY & MULTI-FAMILY DWELLINGS

ONE AND TWO FAMILY DWELLINGS ARE ADDRESSED UNDER CODE SECTION 317 INTERNATIONAL RESIDENTIAL CODE ONE AND TWO FAMILY DWELLING AND ARE CONSIDERED RESIDENTIAL DWELLINGS.

ANYTHING MORE THAN A DUPLEX ARE CONSIDERED MULTI-FAMILY DWELLINGS AND ARE ADDRESSED IN SECTION 310 OF THE INTERNATIONAL RESIDENTIAL CODE AND ARE CONSIDERED TO BE COMMERCIAL BUILDINGS.

ISSUANCE OF CERTIFICATES OF OCCUPANCY

Please allow a minimum of two days once you request your final inspections to obtain a Certificate of Occupancy on all residential and commercial projects. The inspectors require 24 hours notice to make their final inspections and once they make their final inspections, they do not turn their paperwork in until the following day. After the paperwork is turned in, all permits have to be completed on the computer before a Certificate of Occupancy can be issued. We not only need the paperwork from our office, but also from the Engineering and the Planning Departments. We do not accept verbal confirmations of final inspections, we require the paperwork.

A Temporary Certificate of Occupancy is allowed on commercial projects if there are no outstanding life safety issues. **There is a \$250.00 fee for the first Temporary Certificate of Occupancy and a \$350.00 fee for the second Temporary Certificate of Occupancy. There is a limit of 2 Temporary Certificates of Occupancy.** You also need to allow two days once you apply for a Temporary. The same procedure applies for a Temporary as does for a full Certificate of Occupancy. There is not a charge for a full Certificate of Occupancy.

PERMIT FEES

DEVELOPMENT PERMITS/FEES

A Development Permit is required whenever a development will involve any clearing, grading, and/or any form of land disturbance caused by movement of earth or increase in storm water runoff due to the decrease of soil permeability. A Soil Erosion, Sediment, and Drainage Control Plan will be required and must be submitted to the City Engineer for approval. *Contact the Engineer's Office for more information at (731) 425-8220. (Permits are obtained at the Planning Department for commercial projects and at the Building Department for residential projects.) A vegetative impact evaluation may be required.

Development Permit fee is \$25.00
Erosion Control Drainage fee is \$25.00 per acre
Vegetative Impact Evaluation fee is \$50.00

RESIDENTIAL BUILDING PERMITS/FEES

Residential Building Permits are required for all construction, alteration or repairs, fences, accessory buildings, etc. when the total value is \$100.00 (one hundred dollars) or more.

FEES FOR NEW RESIDENTIAL

LESS THAN 1000 SQ. FT.	MIN. FEE \$140.00
1000 SQ. FT. TO 2000 SQ. FT.	\$150.00 PLUS \$.18 PER SQ. FT. OVER 1000 SQ. FT.
2001 SQ. FT. TO 3000 SQ. FT.	\$275.00 PLUS \$.20 PER SQ. FT. OVER 2000 SQ. FT.
MORE THAN 3000 SQ. FT.	\$450.00 PLUS \$.22 PER SQ. FT. OVER 3000 SQ. FT.

ADDITIONS/ALTERATIONS	\$4.00 PER THOUSAND WITH A MINIMUM FEE OF \$20.00
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The above fees shall be based on square feet of heated areas (all levels) plus one-third of the square feet of unheated areas and areas under roof calculated as follows:

- (A) Heated areas are measured along outside of exterior walls.
- (B) Unheated areas and areas under roof such as garages, unfinished basements, carports, covered patios, etc. shall be measured along their outside walls of supports.

POSTING OF ADDRESS. Work requiring a permit by Articles in this Chapter shall not commence until the permit holder or his agent posts the official street address in a conspicuous place at the front of the property or premises. The address shall be protected from the weather and located in such a position as to be legible from the street accessing the work being done. The address shall be maintained until such time as a permanent means of address identification has been provided on the premises.

602.3 ACCESS TO BUILDINGS BY FIRE APPARATUS. Every building hereafter constructed shall be accessible to fire department apparatus by way of access roadways with all weather driving surface of not less than twenty-five (25) feet of unobstructed width, with the closest edge of the roadway being at least ten (10) feet from the building and providing an adequate roadway turning radius capable of supporting the imposed loads of fire apparatus and having a minimum vertical clearance of fourteen (14) feet. During construction, when combustibles are brought on to the site in such quantities as deemed hazardous by the fire official, access roads and a suitable temporary supply of water acceptable to the fire department shall be provided and maintained.

612.5.1 No person shall park a motor vehicle, or keep a fence, growth, trash, or other material near any fire hydrant that would prevent such hydrant from being immediately discernible or in any other manner hinder the fire department from gaining immediate access to a fire hydrant. Ten (10) feet shall be provided along a roadway or parking lot to each side of the fire hydrant. Three (3) feet operating access shall be provided around the rear side of the hydrant.

Single-Family Residential Driveway Requirements

January 25, 2007

1. The Building Permit issued by the Building Department for a single family residential dwelling (house), also serves as a permit to construct one driveway entrance off of City street right-of-way to serve the house.
2. If an additional driveway is desired, a Driveway Permit must be obtained from the Engineering Department before any work on the driveway is initiated. The homeowner or his authorized representative must complete a Driveway Permit application form and submit the application along with a sketch of the proposed driveway to the Engineering Department for review.
3. Engineering Department personnel may make an on-site inspection to verify that the proposed driveway will not create safety or property issues.
4. Once the Driveway Permit application is approved and after submission of the appropriate Permit Fee by the homeowner, the Engineering Department will issue the Driveway Permit. The Permit Fee will be calculated based on the width of the proposed driveway.
5. The general requirements applicable to driveways for all single-family residential dwellings are as follows:
 - (1) The minimum length of the driveway measured from the edge of the street pavement is 20 feet or if sidewalks are present, 20 feet measured from the back edge of the sidewalk.

- (2) The minimum width of the driveway shall be ten (10) feet.
- (3) Driveway access shall be no closer than fifty (50) feet to an intersection as measured from end of radius.
- (4) The construction of the driveway must not alter stormwater drainage in the street gutter or other right-of-way drainage feature.
- (5) All driveways within the City Limits must be paved with either concrete or asphalt. Gravel driveways will not be approved.

....If concrete is used as a pavement, the minimum thickness shall be four (4) inches.

....If asphalt mix is used for pavement, the minimum thickness shall be four (4) inches of compacted crushed stone with a 1.5 inch asphalt surface.

COMMERCIAL BUILDING PERMITS/FEEES

Commercial Building Permits are required for all construction, alterations or repairs, fences, accessory buildings, etc. when the total value is \$100.00 (one hundred dollars) or more.

PERMIT FEES OTHER THAN RESIDENTIAL

***VALUATION**

LESS THAN \$50,000	\$8.00 PER THOUSAND WITH A MINIMUM OF \$40.00
\$50,001 TO \$500,000	\$400 FOR THE FIRST \$50,000 PLUS \$3.00 FOR EACH ADDITIONAL THOUSAND OR FRACTION THEREOF
\$500,001 TO \$1,000,000	\$1600 FOR THE FIRST \$500,000 PLUS \$4.00 FOR EACH ADDITIONAL THOUSAND OR FRACTION THEREOF
OVER \$1,000,000	\$3000 FOR THE FIRST \$1,000,000 PLUS \$2.50 FOR EACH ADDITIONAL THOUSAND OR FRACTION THEREOF

*The costs of site preparation need not be included. Also for the purpose of Building Permit Fee calculation, the costs of items covered by the Fire Safety Permits may be deducted. Regarding the valuation, we reserve the right to require a detail breakdown of costs should the submitted valuation be less than 75% of the national average for the type construction and occupancy involved.

Please note that when projects are fast-tracked, permit fees are calculated from base 0 for each phase.

PLAN REVIEW FEES

When the valuation of the proposed commercial construction exceeds \$1,000, the project is subject to a plan review fee. Said fee is equal to one-half of the Building Permit fee as calculated on previous page with a minimum of \$75.00.

Fast Track Review Fees are based on two-thirds of the Building Permit fee as calculated on previous page with a minimum of \$75.00.

ELECTRICAL PERMITS/FEES

All electrical work requires a permit except for routine maintenance.

Fees for electrical permits shall be as follows:

Residential

Minimum fee for modification of an existing system shall be \$25.00.
Fee for inspection of a temporary service shall be \$30.00.
Fee for a temporary service entrance inspection shall be \$30.00.
When a re-inspection is required, a fee of \$25.00 shall be charged.

Low Voltage	\$25.00
0-30 amps	\$30.00
31-60 amps	\$40.00
61-200 amps	\$50.00
201-400 amps	\$60.00
401-600 amps	\$75.00
601-1000 amps	\$100.00

Commercial

\$0.50 per amp on commercial electrical projects 100 amps and above.

Example: On a commercial project requiring a 400 amp service, the new permit fee would be \$200.00. Whereas the old fee would have been \$60.00.

Minimum fee for modification of an existing system shall be \$100.00.
Fee for inspection of a temporary service shall be \$30.00.
Fee for a temporary service entrance inspection shall be \$30.00.
When a re-inspection is required, a fee of \$25.00 shall be charged.

GAS PERMITS/FEES

All gas piping work requires a permit except for the setting or connecting of an appliance for which piping is in place and for the repair of leaks in detached one and two family dwellings.

Fee for gas permits shall be as follows:

A fee for issuing each permit and the inspections shall be \$25.00 plus the following:

For inspecting conversion burners, floor furnaces, incinerators, boilers, wall furnaces, water heaters, or central heating or air conditioning units, the fee shall be \$15.00 for each unit.

When a re-inspection is required, a fee of \$25.00 shall be charged.

PLUMBING PERMITS/FEES

Permits are required to install, enlarge, alter, repair, improve, remove, convert or replace any plumbing work.

Fees for plumbing permits shall be as follows:

For issuing each permit	\$25.00
Plus the following when provided:	
For each plumbing fixture, floor drain or trap (including water and drainage pipe)	\$ 5.00
For each house sewer	\$10.00
For each house sewer being repaired	\$10.00
For each water heater	\$ 5.00
Pipe repair or water treating equipment	\$10.00
Backflow protective devices	\$10.00

When a re-inspection is required, a fee of \$25.00 shall be charged.

MECHANICAL PERMITS/FEES

Permits are required to install, enlarge, alter, repair, improve, remove, convert or replace any mechanical system.

Fees for mechanical permits shall be as follows:

For issuing each permit and inspections, a fee of \$25.00 for the permit plus \$15.00 for the first \$1000 of valuation of the installation plus \$3.00 for each additional fraction thereof.

When a re-inspection is required, a fee of \$25.00 shall be charged.

Please note that when a fire safety permit is required for a system, a mechanical permit is not required.

FIRE SAFETY PERMITS/FEES

Fire safety permits are required for the following work when the value of said work exceeds \$100.

- Sprinkler system(s)
- Standpipe(s)
- Domestic sprinkler head(s)
- Foam extinguishing system(s)
- Halon extinguishing system(s)
- Wet chemical extinguishing system(s)
- Dry chemical extinguishing system(s)
- CO2 extinguishing system(s)
- Fire alarm system(s)
- Hood and duct exhaust system(s)
- Fuel dispensing system(s)

*Valuation

LESS THAN \$50,000	\$8.00 PER THOUSAND WITH A MINIMUM OF \$40.00
\$50,001 TO \$500,000	\$400 FOR THE FIRST \$50,000 PLUS \$3.00 FOR EACH ADDITIONAL THOUSAND OR FRACTION THEREOF
\$500,001 TO \$1,000,000	\$1,600 FOR THE FIRST \$500,000 PLUS \$4.00 FOR EACH ADDITIONAL THOUSAND OR FRACTION THEREOF
OVER \$1,000,000	\$3,000 FOR THE FIRST \$1,000,000 PLUS \$2.50 FOR EACH ADDITIONAL THOUSAND OR FRACTION THEREOF

*For the purposes of Building Permit Fee calculation, the costs of items covered by the Fire Safety Permits may be deducted from the building valuation.

SWIMMING POOL PERMITS/FEES

Swimming pool permits are required for all pools over 24 inches deep.

COMMERCIAL POOLS - \$75.00 RESIDENTIAL POOLS - \$50.00

BUILDING MOVING PERMITS/FEEES

Building moving permits are applicable to houses being relocated and set up in the City limits. Buildings which are permitted to be moved within or into the corporate City limits, must meet the minimum requirements of the Standard Housing Code.

STRUCTURE MOVING PROCEDURES

1. If the structure is going to be moved within City limits, the following procedure is to be followed. If the house is moved to the County, the applicant will be sent to the County Building Department and Step 6 is omitted.
2. The applicant goes to the Planning Department in City Hall to ensure move conforms to applicable zoning laws (building setback lines, etc.).
3. The applicant goes to the Police Department on Institute Street to see Lt. Britt. He will issue an escort permit in the amount of \$25.00 after determining the proper route.
4. The applicant will then proceed to the Engineering Department in City Hall located at 117 East Main Street, Suite 206, where a \$25.00 Building Moving Permit will be issued after receiving the route plan from Lt. Britt.
5. Engineering staff will set a bond amount from \$1,000 to \$5,000 and instruct the applicant to post a cash bond or a cashier's check in the Revenue Office that is also located in City Hall.
6. The applicant proceeds to the Building Department if the structure is moved in the City and a Structure Moving Permit will be issued in the amount of \$100.00. A foundation permit is also needed. Permit fee for the foundation permit is based on the cost of the footing and foundation. Applicant will need to show the Structure Moving Permit purchased from the Engineering Department in order to get the permit at the Building Department. The Building Department will inspect the footing and foundation at the new location.
7. After a licensed structural mover moves a house, Lt. Britt will notify the Engineering Department and authorize release of the bond money if moving the structure through the City has caused no damage. If damage has occurred Engineering personnel will notify the Revenue Office of the amount of money to be deducted from the original bond amount. If no damage has occurred the total bond amount will be refunded to the applicant.

Section 8-66 Application.

- A. Application for a permit shall be made on forms furnished by the city engineer. The permit shall be prepared in triplicate and submitted to the city engineer no less than 24 hours prior to the requested time of moving.

- B. The application shall contain:
- (1) The linear measurement of the structure showing:
 - (I) The greatest exterior height.
 - (II) The greatest exterior width.
 - (III) The greatest exterior depth.
 - (2) The proposed time that the moving is to take place, including a schedule of time the structure will be on each street as listed in (4).
 - (3) The route of the movement indicating street names.
 - (4) The name and address of the person or organization moving the structure.
 - (5) The name and address of the person owning the structure.
- C. One copy of the application shall be retained by the city engineer, one copy shall be forwarded to the chief of police, and one copy shall be returned to the applicant.

Section 8-67 Fee

A fee of twenty-five dollars (\$25.00) shall accompany each application and shall be paid to the city engineer.

In the event the permit is not issued, this fee shall be refunded.

Section 8-68 Bond

- A. The applicant shall also provide a bond issued by a secret company licensed to do business in this state to provide for payment of any damages to utility facilities or the streets, curbs, or sidewalks of the city, and to insure the proper cleanup of the site from which the structure was moved.
- B. The amount of bond shall be set by the city engineer in an amount to be at least five hundred (\$500.00), but no more than five thousand dollars (\$5,000.00).

Section 8-69 Issuance

If the applicant is proper in all respects and the fee and bond have been paid in compliance with this article, the city engineer may issue the permit. The permit may be denied if technical difficulties are too great to facilitate the movement without serious property damage or traffic congestion.

The chief of police may change either the time of the movement or the route requested in the application.

Section 8-70 Police Escort

The chief of police may provide a police escort if he deems it advisable. The cost of such escort must be borne by the mover, and must be paid before the permit is issued.

Building Moving Permits/Fees

Building moving permits are applicable to buildings being relocated and set up in the City Limits. Buildings which are permitted to be moved within or into the City Limits, must meet the minimum requirements of the International Building Code.

Permits and Fees for Building Moving

Building Department	(731) 425-8262
Building Moving Permit	\$100.00
Building Foundation Permit	See Building Permits
Engineering Department	(731) 425-8220
Building Moving Permit	\$25.00
Bond for moving through City Streets	\$1,000.00
Police Department	(731) 423-3800
Escort Permit	\$25.00

DRIVEWAY PERMITS/FEES

FOR INFORMATION CALL ENGINEERING DEPARTMENT (731) 425-8220

RATES FOR DRIVEWAY ACCESS PERMITS

	<u>1 cut</u>	<u>2 cuts</u>	<u>3 cuts</u>
1-12 ft.	6.00	12.00	36.00
13-22 ft.	7.00	14.00	21.00
23-32 ft.	8.00	16.00	24.00
33-42 ft.	9.00	18.00	27.00
43-52 ft.	10.00	20.00	30.00
53-62 ft.	11.00	22.00	33.00
63-72 ft.	12.00	24.00	36.00

If there are going to be multiple cuts that are different sizes, charge the rate for each cut size.

Ex. 1, 24 ft. cut and 1, 12 ft. cut would cost \$14.00

***NOTE:**

NEW CULVERT HAS TO BE THE SAME DIAMETER AS THE NEXT DOWN STREAM PIPE

OR

MINIMUM OF AT LEAST 15 INCHES

SIGN PERMITS/FEES

Sign permits are required to erect, construct, enlarge, move or convert any sign, except for exempt signs as permitted in Article VI Exempt Signs of the Sign Code.

Drawings or sketches are required for sign permits.

Sign permit fees are as follows:

MINIMUM FEE	\$15.00
ON PREMISE SIGN	\$1.00 PER SQ. FT.
OFF PREMISE SIGN	\$1.00 PER SQ. FT.

BILLBOARD FEES ARE THE SAME AS COMMERCIAL BUILDING PERMIT FEES AND ARE SUBJECT TO PLAN REVIEW FEES. STAMPED DRAWINGS ARE REQUIRED FOR BILLBOARD STRUCTURES.

Section 21-13 (3) Five Dollars (\$5.00) recertification for a licensed sign company and Fifty Dollars (\$50.00) when inspected by the city.

Section 21-46 (A) Electrical permit shall be required for any electrical connections and/or reconnections.

Please note that the Sign Code is related to the Zoning Ordinance and sign restrictions are by zone. It is important to insure that your proposed sign is appropriate for the zone in which it is to be located.

CONTRACTOR LICENSE FEES

APPRENTICE ELECTRICIAN	\$25.00
JOURNEYMAN ELECTRICIAN	\$50.00
MASTER ELECTRICIAN	\$100.00
APPRENTICE PLUMBER	\$25.00
JOURNEYMAN PLUMBER	\$50.00
MASTER PLUMBER	\$100.00
APPRENTICE MECHANIC	\$25.00
JOURNEYMAN MECHANIC	\$50.00
MASTER MECHANIC	\$100.00
JOURNEYMAN GAS PIPE FITTER	\$50.00
MASTER GAS PIPE FITTER	\$100.00

INSPECTIONS REQUIRED

Please note that the inspections referenced are the minimum required. For large projects, you should co-ordinate the inspections with the appropriate inspector, as additional inspections will be required.

Inspections must be requested by the person (or his agent) who secures the permit. Inspection requests should be made one day prior to the requested inspection time. While every effort is made to make inspections in an expeditious manner, it should be noted that the inspector has 48 hours, by Ordinance, to respond.

RESIDENTIAL BUILDING PERMIT

MINIMUM REQUIRED:

1. FOOTING INSPECTION
2. FOUNDATION INSPECTION
3. SLAB INSPECTION (IF APPLICABLE)
4. FRAMING INSPECTION
5. FINAL INSPECTION

COMMERCIAL BUILDING PERMIT

MINIMUM REQUIRED:

1. FOOTING INSPECTION
2. FOUNDATION INSPECTION
3. SLAB INSPECTION (IF APPLICABLE)
4. FRAMING INSPECTION
5. FIRE INSPECTION
6. FINAL FIRE CODE INSPECTION
7. FINAL BUILDING CODE INSPECTION

ELECTRICAL PERMIT INSPECTIONS

MINIMUM REQUIRED:

1. ROUGH-IN INSPECTION
2. FINAL INSPECTION

GAS PERMIT INSPECTIONS

MINIMUM REQUIRED:

1. UNDERGROUND PIPING INSPECTION
2. ROUGH-IN INSPECTION
3. FINAL INSPECTION (GAS TEST)

PLUMBING PERMIT INSPECTIONS

MINIMUM REQUIRED:

1. SLAB/UNDERGROUND PIPING INSPECTION
2. ROUGH-IN INSPECTION
3. FINAL INSPECTION

MECHANICAL PERMIT INSPECTIONS

MINIMUM REQUIRED:

1. ROUGH-IN INSPECTION
2. FIRE/SMOKE DAMPER INSPECTION (TEST)
3. FINAL INSPECTION

FIRE SAFETY PERMIT INSPECTIONS

MINIMUM REQUIRED:

SPRINKLER SYSTEMS:

1. INSPECTION AND/OR TEST OF UNDERGROUND MAINS
2. INSPECTION AND TEST OF ABOVE GROUND MAIN AND HEAD
3. FIRE PUMP INSPECTION (IF APPLICABLE)
4. FINAL INSPECTION

STANDPIPE SYSTEMS:

1. INSPECTION AND/OR TESTS OF UNDERGROUND MAINS
2. INSPECTION AND TEST OF ABOVE GROUND PIPING AND HOSE STATIONS
3. FIRE PUMP INSPECTION (IF APPLICABLE)
4. FINAL INSPECTION AND TEST OF WATER FLOW AND PRESSURE

HOOD AND DUCT SYSTEMS:

1. ROUGH-IN INSPECTIONS
2. FINAL INSPECTION

OTHER FIRE SUPPRESSION SYSTEMS:

1. INSPECTION AND WITNESS TEST BY INSTALLER

FIRE ALARM SYSTEMS:

1. ROUGH-IN INSPECTION
2. FINAL INSPECTION AND TEST

FUEL DISPENSING SYSTEMS:

1. ROUGH-IN UNDERGROUND INSPECTION

Section 8-4 Misdemeanor to violate codes adopted.

Any person, who shall violate any provision of the codes adopted in this chapter, or fail to comply therewith, or with any of the requirements thereof, or who shall erect, construct, alter, demolish or move any structure, or who erected, constructed, altered, repaired, moved or demolished a building or structure in violation of a detailed statement or drawings submitted and approved thereunder, shall be guilty of a misdemeanor, and each such person shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of any provision of this Code is committed or continued, and such person shall be punished under the provisions of Section 1-8 of this Code if convicted of such an offense.

Section 8-5 Penalty for violation of Codes.

The violation of any of the provisions of these codes by any person, firm or corporation is hereby declared to be a misdemeanor and any person, firm or corporation violating any provision of these codes or the amendments thereto shall, upon conviction, be fined not less than fifty dollars (\$50.00) nor more than five hundred dollars (\$500.00) for each offense. Every day that a violation of this code is permitted to continue shall constitute a separate offense.

Section 8-5.1 Fee Penalties.

Where work for such a permit is required by the codes in chapter 8 and/or 12 is started or proceeded with prior to obtaining said permit, the fees herein specified shall be doubled, but the payment of such double fee shall not relieve any persons from fully complying with the requirements of this code in the execution of the work nor from any other penalties prescribed herein. **When any one contractor and/or individual has his/her permit doubled three (3) or more times in any given 90 day period he/she shall pay an additional 100 dollar permit fee.**

A reinspection is subject to a reinspection fee should a permit holder request an inspection prior to the project being ready for the requested inspection when an additional trip is required to the project site for said reinspection.

The reinspection fee shall be set forth in a "Schedule of Fees" as authorized and approved from time to time by resolution of the City Council.