



CITY OF BELLE MEADE BUILDING PERMIT APPLICATION

PERMIT # _____

PROJECT ADDRESS: _____

OWNER NAME (LAST) _____ (FIRST) _____ PHONE # _____

CONTRACTOR: _____ PHONE # _____

APPLICANT'S E-MAIL ADDRESS: _____

CONTRACTOR LICENSE # _____ WORKERS COMP. # _____

DESCRIBE WORK

CHECK ALL THAT APPLY: ☐ SINGLE FAMILY ☐ ADDITION ☐ POOL ☐ POOL HOUSE ☐ OTHER
☐ INTERIOR RENOVATION ☐ EXTERIOR RENOVATION ☐ REPAIR ☐ INTERIOR DEMO ☐ TERRACE ☐ DECK
☐ POOL ☐ SPA ☐ FENCE ☐ MASONRY WALL ☐ DRIVEWAY ☐ OUTDOOR FIREPLACE

SQUARE FOOTAGE: _____ ESTIMATED CONSTRUCTION COST: _____

ACTUAL COST: _____ PERMIT FEE: _____

LOT SQUARE FEET: _____ TAKE TOTAL ACREAGE AND MULTIPLY BY 43,560

		ALLOWABLE	EXISTING	NET CHANGE + OR -	TOTAL WITH CHANGE	% OVER ALLOWABLE
FOOTPRINT	12%	_____	_____	_____	_____	_____
ESTATE A	8%	_____	_____	_____	_____	_____

F.A.R. x LOT SQ. FT.

*FAR IS ALL ENCLOSED COVERED STRUCTURES, MEASURED TO THE OUTSIDE WALLS, AND WILL INCLUDE ATTIC FLOOR SPACE AT A HEIGHT OF 5'6" AND ABOVE, ACCESSABLE OR NOT. DOES NOT INCLUDE BASEMENTS OR GARAGE UNDER HOUSE.

LOTS	<40,000 x .225	_____	_____	_____	_____	_____
LOTS	>40,000 x .196	_____	_____	_____	_____	_____

FAR TOTALS					
FIRST FLOOR-	SECOND FLOOR-	GARAGE-	5'6" ATTIC-	TOTAL=	

ROOF AREA <6/12 PITCH 30% _____

DRIVEWAY	12%	_____	_____	_____	_____
Front yard is figured from front property line to the front building line					
DRIVE IN FRONT	22%	_____	_____	_____	_____

HARDSCAPE + POOL 8% _____
*HARDSCAPE INCLUDES PORCHES, TERRACES, SCREENED PORCHES OPEN TO THE ELEMENTS, COVERED HARDSCAPE ALSO COUNTS AS FOOTPRINT

POOL 2% OF LOT _____
ACCESSORY AREA 15% _____
*COMBINATION OF POOL / TERRACE, DECK, TENNIS COURT AND OTHER ACCESSORY STRUCTURES OR USES, 15%.

- ☐ Submit all plans and documents (PDF) to: lpatterson@citybellemeade.org
☐ Show proposed structure in shaded area ☐ Show distance from street to each house used to determine front setback.
☐ Show any detached structures with all elevations ☐ Landscape design if needed. ☐ Distance from pool to neighbors.
☐ Survey of lot showing highlighted building envelope with lot square footage with contours and average natural grade
☐ Show all elevations of the structures with contours, average natural grade, existing grade, finish grade and finished floor elevations.
- Work Hours: Monday-Friday, 7:00-7:00 Saturday- 8:00-5:00 No work on Sunday or Federal Holidays

SIGNATURE: _____ (Owner/Agent) **DATE:** _____

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAW AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION. CONSTRUCTION SHALL BE STRICTLY ACCORDING TO THE PLANS ON FILE WITH THE APPLICATION FOR THE PERMIT. CONSTRUCTION IN ANY WAY AT VARIANCE WITH THE PLANS WILL BE TREATED AS ILLEGITIMATION FOR A STOP WORK ORDER AND \ OR ORDER FOR REMOVAL.



INSPECTION REQUIREMENTS WITHIN THE CITY OF BELLE MEADE

The City of Belle Meade has adopted the 2015 residential code and all inspections will comply with that code.

The Building Official upon notification from the permit holder or his agent shall make or cause to be made any necessary inspections. Inspections must be made with the Building Official during the hours of 8 a.m. and 4 p.m. Monday through Friday. **A MINIMUM OF 24-hour notice is required.**

A grade marker with the average natural grade and finish grade is to be placed on the site before the footings are put in place and remain until the building official is satisfied that all grades are correct. Height of structure shall be checked from average natural grade once the highest rafters are in place.

Stamped approved plans must be on site during the construction and readily accessible to the inspector.

Erosion and sediment control practices, as indicated on City of Belle Meade approved plans, must be in place before construction is started and kept in place until completion of job or until erosion and sediment control measures are met.

Inspections for foundation, foundation walls, slabs, pools, pool slabs, sidewalks and driveways, shall be made after poles or piers are set or trenches or basement areas are excavated, and any required forms erected, and any required reinforcement is in place and prior to the placing of concrete.

Inspections for framing shall be made after the roof, all framing, firestopping, draft stopping, window flashing, bracing, are installed and the plumbing, mechanical and electrical rough inspections are approved and prior to the placement of the veneering.

Insulation shall not be in place at time of framing inspection. Call for insulation inspections.

Final inspections shall be made after the permitted work is completed and prior to occupancy. Occupying the structure before the issuance of a Certificate of Occupancy is prohibited. Contractors who allow owners to occupy a structure or part of a structure before the final inspection is approved, may be subject to withholding of new permits within the City of Belle Meade.

The Building Official may accept reports from approved agencies, provided such agencies satisfy the requirements as to qualifications and reliability. (check with building official first) reports and pictures must be submitted to the Building Official within 48 hours of the inspection.

It shall be the duty of the person doing the work authorized by a permit to notify the building official that such work is ready for inspection. It shall be the duty of the person requesting any inspection required by this code to provide access to and means for inspection of such work.

No contractor business advertising signs. Grass must be kept cut and maintained.
As permit holder I have personally read and understand all the requirements stated above.

Permit Holder: _____

Date: _____

As Building Official, I have discussed the above requirements with the permit holder.

Building Official: _____

Date: _____

Work hours are Monday - Friday 7:00 a.m.-7:00 p.m. Saturday 8:00 a.m.-5:00 p.m. No Sundays or federal holidays

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