

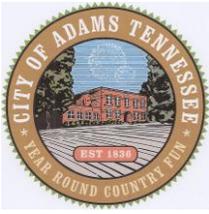
How to acquire a Building Permit City of Adams

To acquire a Permit for the city limits of Adams, Tennessee please contact Adams City Hall at 615-696-2593. If you are outside Adams city limits, please call Robertson County Planning & Zoning at 615-384-3666 to obtain a building permit. Flood Elevation Certificate and/or Sprinkler Plan may be required if applicable. Be sure you can secure a water tap for your property with West Robertson Water Authority or service provider. Permits are issued to the Landowner or Contractor only. Permits are placed in the Landowners name. **The contractor must be present to be listed as Contractor. The contractor must have a state contractor's license and provide a copy of the license.**

International Building Code

“R105.2 Work exempt from permit”. Exemption from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. Permits shall not be required for the following:

- One-story detached accessory structures, provided that the floor area does not exceed 200 square feet.
- Fences not over 7 feet high.
- Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
- Water tanks supported directly upon grade if the tank capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
- Sidewalks and driveways.
- Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
- Prefabricated swimming pools that are less than 24 inches deep.
- Swings and other playground equipment.
- Window awnings supported by an exterior wall that do not project more than 54 inches from the exterior wall and do not require additional support.
- Decks not exceeding 200 square feet in area, that are not more than 30 inches above grade at any point, are not attached to a dwelling and do not serve the exit door required by Section R311.4.”



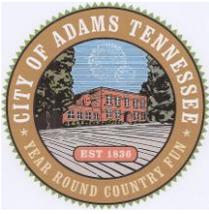
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PLEASE OBTAIN PERMITS IN THE ORDER AS FOLLOWS:

1. **Free - Zoning Compliance Application Form - Attached** (This allows the zoning administrator to review the plans and to determine if the applicant needs approval from planning commission.) Typically, this will be new lots of records and not remodels, new construction on a property that does not expand the square footage of the primary structure. Garages or secondary accessory structures may need additional approval by planning commission. The city will review the compliance form based on the Adams Zoning Ordinance and create letters of approval or denial for building permits.
2. **Actual Septic Permit (Or inspection letter signed off by State of Tennessee), or Sewer Tap Receipt** by visiting the State of Tennessee Environment and Conservation (<https://tdec.tn.gov/septic-service-request/>) or call [\(615\)-687-7000](tel:6156877000).
3. **Water Tap or Meter** receipt from the water provider.
[West Robertson Water Authority - 608 Keysburg Rd, Adams, TN 37010 – 615-696-0667](tel:6156960667)
4. **Driveway Permit**
State of Tennessee Department of Transportation (Highway 41 North & Highway 76 W & Old Cedar Hill Road)
<https://www.tn.gov/tdot/traffic-design/highway-entrance-permits.html>
Phone: [\(615\) 741-2848](tel:6157412848)

Robertson County Highway Department (County Roads)
4751 Hwy. 41N Springfield, TN 37172.
Phone: (615) 384-2507

Adams City Hall (City Roads)
7617 Hwy 41 N Adams, TN 37010
615-696-2593
5. **E911 address** from E911 office or **Address Assignment Form**
Robertson County Building
502 E 8th Ave, Springfield, TN 37172
(https://robertson911.com/?page_id=508)
Phone: [\(615\)-384 0099](tel:6153840099).



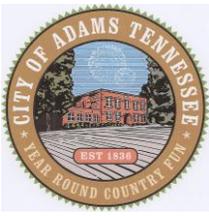
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6. **Recorded Deed of the current owner** at the Register of Deeds office, 2nd-floor Robertson County Office Bldg. **(615)-384 3772**.
7. **Survey or Plat** – Shows how much land is on property, property lines, septic, flood zone, etc.
8. **PROVIDE LEGIBLE DETAILED CONSTRUCTION DRAWINGS** (for the office to keep) for all structures in compliance with the 2018 International Building Codes and the 2018 Energy codes. Show sufficient detail for construction and compliance with building codes. Provide printed square footage of livable and non-livable space on the plans.
9. **Electrical Permit** from Tennessee Department of Commerce and Insurance website or call **(615) 741-2241**.
10. **Submit Robertson County Adequate Facility Tax Receipt**
Robertson County Development Office
527 S. Brown St. Springfield, TN 37172
Phone: **(615) 384-3666**
11. **Fill out the Building Permit Application** from the City of Adams website or call City Hall at **615-696-2593** to obtain an application. Obtain, complete, and submit building application to the City of Adams; As state law **TCA 62-6-103 and Rule 0680-1-.22** allows. A building number will be assigned, and a fee will be established based on the information provided and Ordinance #2023-052 passed by the Adams City council on December 12th, 2023.

You must obtain the above-referenced permits or applicable documents to have a completed application for building code official to approve building permit application.

Building Permits Inspections include:

- Application Fee
- Footing (Foundation)
- Plumbing rough-in (IF THEY HAVE PLUMBING – SEPARATE PERMIT AND FEE)
- Mechanical rough-in (IF THEY HAVE HVAC UNIT – SEPARATE PERMIT AND FEE)
- Framing
- Plumbing Final
- Mechanical Final
- Building Final
- Issuance of Certificate of Occupancy



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- Landowners (Property Owners).

TCA 62-6-103 State of Tennessee requirements of homeowner permits: A homeowner of a residential property may perform work themselves, without a contractor's license, if the residential structure is not open to the public; or for sale, lease or rent. **Allow one homeowner permit once every two (2) years.**

- Reinspection fees are \$75 – Property Owner is responsible for this if any inspections **FAIL**
- TCA Code § 68-126-403 -For Manufactured Homes (Mobile Homes) – In Tennessee a contractor **NEEDS** to be licensed to **INSTALL** the mobile home. **WE NEED THEIR LICENSE NUMBER OR A COPY OF THE CERTIFICATE.**

The building codes inspector will only inspect the following

1. Foundation
2. Building Final
3. Issue of Certificate of Occupancy

Tennessee Department of Commerce & Insurance will conduct all other inspections of the mobile home. They will need a (Licensed Contractor) to get in contact with the TN Department of Commerce & Insurance.



Return Completed Form To:

The City of Adams
7617 Highway 41 North, Suite 101
Adams, TN 37010

ZONING COMPLIANCE APPLICATION

Property Owner: _____ Date: _____

Address: _____ Phone: _____

Authorized Signature: _____

Property Information (Map/Parcel): _____ Property Acreage or Square Footage: _____

Property Address: _____
(If different from above)

Requested by: _____

Address: _____ Phone: _____

Description of Proposed Project (Structure) and Use (Include as much detail as possible. Use a separate sheet if needed):

New _____ Replacement _____ Addition _____ Permanent _____ Temporary _____

This Zoning Compliance Application is for the purpose of reviewing proposed projects and uses for compliance with the City of Adams, TN Zoning Ordinance. Based on review of this application, additional information may be required. **(See attachment)**

The application will only be in compliance if all documentation is received that is required depending on square footage and use of structure. After the zoning compliance application is complete and approved, a building permit application and fee will be required from the City of Adams.

I have read and I understand this is just an application and does not grant approval of building on a lot until I have received a letter from City of Adams approving the application and being informed if a building permit is needed or not.

Signature of applicant: _____

FOR OFFICIAL USE ONLY. DO NOT WRITE BELOW THIS LINE

Property is located in the following Zoning District (Circle One): Rural Residential/General Commercial Zoning is in accordance with the City of Adams, TN Zoning Ordinance Number _____, Adopted on _____

(Circle One) APPROVED or DENIED (Circle One) Building Permit Needed: YES or NO

Adams City Hall Staff Signature: _____ Date Received : _____