

BUILDING PERMIT PROCESS

Building Permit **APPLICATION** requested

Applicant contacts: Dept. of Code Administration (931) 560-1540 for building plans requirements
Planning Dept. (931) 560-1560 for zoning requirements
Engineering Dept. (931) 560-1530 for site plan/grading requirements
Wastewater Dept. (931) 560-1001 for sewer requirements
Fire Marshall (931) 560-1740 if project other than single family residence or duplex
Maury County (931) 375-3001 about adequate facilities privilege tax
Columbia Power & Water Systems (931) 388-4833 about electric & water

Building permit application and plans submitted to Department of Code Administration. Application entered in building permit database and circulated to: **Planning**, **Engineering**, **Wastewater**, & **Fire Marshall** (if applicable).

PLANNING

ENGINEERING

WASTEWATER

FIRE

Planning requirements met.

Plat approval, site plans, Parking plans or other info required. Permit approval on hold.

Plat/plans submitted & approved. Planning requirements met. Permit approval issued.

Engineering requirements met.

Site plans/grading permit required, other requirements. Permit approval on hold.

Site plans submitted & approved. Grading permit issued. Engineering requirements met. Permit approval issued.

No sewer involved/sewer requirements met.

Sewer plans required other requirements. Permit approval on hold.

Sewer plans submitted & approved. Wastewater requirements met. Permit approval issued.

Fire requirements met or no fire concerns.

Plans submittal required for fire issues. Permit approval on hold.

Plans submitted & approved. Fire requirements met. Permit approval issued.

Planning enters permit approval in building permit database.

Engineering enters permit approval in building permit database.

Wastewater enters permit approval in building permit database.

Fire issues permit approval in writing to Building Official.

DEPT. OF CODE ADMINISTRATION

Building plans approved.

Building plan revisions/additional information required. Permit on hold.

Plans/revisions submitted & approved.

Building permit printed, packet created, building permit placard signed by Building Official, applicant contacted for **PERMIT ISSUANCE**