

HOW TO OBTAIN A BUILDING PERMIT IN FAYETTE COUNTY (UNINCORPORATED)

1 - You must have an approved septic permit before obtaining a building permit.

A septic permit may be obtained by filling out an application online through the state of TN website (see attached for contact information).

2 - You must have an approved building permit application before obtaining a building permit.

To speed up the application process, please have your property visibly marked at the road with an address or name and have the proposed location of the dwelling marked with either flags or visible stakes.

3 - If constructing a home, you must have an approved plans review before obtaining a building permit. Please ensure your plans show the heated and unheated square footage as well as all plumbing fixtures.

4 – The building permit must be pulled by a general contractor licensed in Tennessee or by the property owner. If the property owner has recently closed on the property, he/she may be asked to provide a copy of the deed. As an additional option, the property owner may authorize in writing someone else to pull the permit on their behalf.

**IMPORTANT: NO CONSTRUCTION CAN BE STARTED
UNTIL A BUILDING PERMIT HAS BEEN ISSUED**

As the building permit is issued, you will pay two **fees**.

1 – Adequate Facilities Tax – This tax is \$0.99 per heated square foot on residential buildings and \$0.25 per total square foot under roof on commercial buildings with a cap of \$50,000.00. Your check or money order should be made payable to the Fayette County Trustee.

2 – Building Permit - Building permit fees for houses are calculated as follows: \$0.20 per heated square foot, \$0.10 per unheated square foot and \$10.00 per plumbing fixture, with a minimum building permit fee of \$50.00 and a minimum plumbing permit fee of \$20.00. We do not retain house plans. Building permit fees for mobile homes are as follows: \$100.00 for a single wide, \$200.00 for a double wide and \$300.00 for a triple wide. The following information is required for a mobile home permit: size, year, cost, and number of bedrooms/bathrooms. Commercial permit fees are based on \$5.00 per

\$1000.00 of the contract price. A copy of the signed contract is required, and the permit must be pulled by a commercial contractor. Your check or money order should be made payable to the Fayette County Planning Office.

We accept financial transactions Monday through Friday from 8:00 am to 3:30 pm Central.

Our permits cover everything **except your electrical work**. You must pull all electrical permits through the state and have the state electrical inspector perform all electric inspections. You may contact Lan Mark Plumbing & Electrical Supply at 901-465-5078 for assistance in pulling your electrical permit. Please note that you must pass your rough-in electrical inspection before we will conduct your framing inspection. Additionally, you must pass your final electrical inspection before we will conduct your final inspection.

Letters -

We require an engineer letter on monolithic slabs and block foundations 5 blocks or more.

An engineer letter may be required on other building components at the request of the Building Official.

You must have your building pretreated for termites and submit the termite pretreat letter to our office.

Both the engineer letter and the termite pretreat letter must be in your file in the office before we can perform a framing inspection. It is up to you or your builder to make sure we have the correct paperwork on file.

Septic Applications/Info

We are processing all applications for septic services through our online system:

<https://tdec.tn.gov/septic-service-request/>

For New Septic system/ "Perk Test" select: Permit-Dwelling, Conventional, New Fee: 500.00

For Repairs on existing system select: Permit-Repair Fee: 100.00

We are more than welcome to assist any customers with this system. Please have them call 731-441-5593.

In the event that a customer would rather fill out a paper application please have them mail the application with payment to: Jackson Field Office 1625 Hollywood Drive Jackson, TN. 38305. However, please be advised that after we receive any paper applications we are then required to go online and submit their application through the system that is listed above.

All applications now must be processed through our online system. Therefore, we do encourage everyone to use the online system. We are more than willing to help with this service.

*If a customer is searching for files/records of location of existing septic tank and/or field lines they are currently being uploaded online for the public to view at : <https://tdec.tn.gov/filenetsearch>
The counties in yellow are fully uploaded online.

If you are not able to locate the file you are looking for :

* Tamsie Earls is our ASA2 that handles this: 731-441-5593 email: Tamsie.Earls@tn.gov

****REGARDING ANY SEPTIC PERMITS/PERC TEST FOR ANY COUNTIES LISTED BELOW, PLEASE HAVE CUSTOMERS CONTACT ADMIN STAFF FOR ASSISTANCE 1ST, 731-441-5593. THE ENVIRONMENTALISTS STAY BUSY & ADMIN STAFF CAN HELP WITH THE MAJORITY OF CUSTOMER CALLS****

County Contact List:

Benton & Carroll	Ben Lott	731-343-2279	Benjamin.Lott@tn.gov
Chester & McNairy	Dian White	731-693-0242	Dian.White@tn.gov
Crockett & Gibson	Bret Ferguson	731-202-6803	Bret.Ferguson@tn.gov
Decatur & Henderson	Justin Hopper	731-414-7500	Justin.Hopper@tn.gov
Dyer, Lake, Lauderdale, Obion	Bill Neal	731-225-0266	Billy.Neal@tn.gov
Fayette	Kayla Pattat & Doug Snider	901-422-3351 901-713-3319	Kayla.Pattat@tn.gov Douglas.Snider@tn.gov
Hardeman	Chris Lankford	731-202-6308	Christopher.Lankford@tn.gov
Hardin	Brad Smith	731-234-1408	Bradley.E.Smith@tn.gov
Haywood & Tipton	Leo Smith & Chris Lankford	901-475-2601 731-202-6308	W.Leo.Smith@tn.gov Christopher.Lankford@tn.gov
Henry, Weakley	Luke Robertson	731-343-8222	Luke.Robertson@tn.gov

TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION
DIVISION OF WATER RESOURCES

APPLICATION FOR WATER RESOURCES SERVICES

• **Start Your ONLINE Application Process**

- Go to <https://tdec.tn.gov/septic>
 - Payment by Credit or Debit Card Required to Complete Online Application Submission
 - Payment by Check or Money Order can be sent with the printed application to Jackson Environmental Office at 1625 Hollywood Drive, Jackson, TN 38305

OR

• **Mail-In Process for Applications**

- Mail application and payment to the Jackson Environmental Field Office, in the provided envelope
 - Please provide a good daytime phone number on the application
 - Refer to the schedule of fees for the appropriate payment

SCHEDULE OF FEES

<u>SERVICE REQUESTED</u>	<u>FEES DUE</u>
Septic System Permit (includes inspection fee)	\$500.00
Septic System Construction Inspection Fee- Repair	\$100.00
Inspection Letter	\$200.00
Water Sample (mailed)	\$115.00
Certificate of Verification	\$100.00
Subdivision Evaluation/ Plat Approval	
Two lots or less	\$150.00 per lot
Three to ten lots	\$100.00 per lot
More than ten lots	\$1,000.00 for the first 10 lots, plus \$65.00 per additional lot after that

- Fees are payable before services are provided
- Make payable to: Treasurer, State of Tennessee
- If you need assistance with completing your application, please contact:

Tennessee Dept. of Environment and Conservation
1625 Hollywood Drive, Jackson, TN 38305
Phone: (731)-512-1300



Tamsie Earls 731-441-5593

FAYETTE COUNTY PUBLIC WORKS DEPARTMENT

115 YANCEY STREET
P.O. BOX 579
SOMERVILLE, TENNESSEE 38068

901-465-5222
FAX 901-465-9105

JAMES M. RIKE
BILL MCCLURE, JR.
RONNIE WILKINS

HANK FRANCK, Chairman
WESLEY PARKS, Secretary
WAYNE DOWDY, Superintendent

**ALL CULVERTS INSTALLED ON FAYETTE COUNTY ROADS MUST BE SIZED
AND INSTALLED BY THE FAYETTE COUNTY PUBLIC WORKS DEPARTMENT**

**Drive Culvert Installation Fee for New Construction - \$575.00
(Payable by check or money order only. No cash No credit cards.)**

1. Call Public Works Office 901-465-5222, located at 115 Yancey Street Somerville, Tennessee. (East of the F.C. Bus Garage)
2. You will be asked the following information:
 - a. Do you have stakes up showing where you want the culvert installed?
 - b. Subdivision Name/Lot number/address
 - c. Your name and phone number
3. You mark the location for the drive culvert with 2 stakes approximately 24 feet apart.
4. A FCPW Supervisor will come to your location, access a size for your culvert, and call you with the size culvert that you need to purchase from a private entity of your choice. Culverts must be galvanized corrugated metal, double wall plastic smooth on inside, or concrete. The minimum culvert width is 24 feet with a maximum culvert width of 50 feet.
5. You pay the installation fee of \$575.00 prior to installation.
6. Any questions, please call the office at 901-465-5222.

April/2024

Attention ALL Contractors

- Beginning October 1, 2023, plans must be submitted for review for: houses, ALL additions, and ALL accessory buildings greater than 400 square feet built on site (prefabricated accessory buildings with no living space are exempt from this requirement).
- All plans submitted for review will require a site plan to be attached. This site plan should show all property lines, any existing buildings on the property and their locations, driveway location, as well as the proposed site for new construction. We can provide you with a general map in order to facilitate this process, but it is your responsibility to provide the required detail.
- At the Inspector's discretion, engineered stamped plans may be required.
- House plans must reflect:
 - All seismic straps and panels (Inspector reserves the right to make changes as necessary)
 - Attic ventilation
 - Crawl space ventilation if applicable
 - Water heater location (50 ft max distance on hot water lines)