

CONSTRUCTION CODE ENFORCEMENT

GENERAL SUBMITTAL DOCUMENTS

Be advised Memphis and Shelby County Office of Construction Code Enforcement currently enforces the 2015 edition of the **INTERNATIONAL BUILDING CODE (IBC)** with local amendments. The IBC along with its amendments were adopted by SHELBY COUNTY COMMISSION and MEMPHIS CITY COUNCIL in December 2018 to be in effect as of January 1, 2019.

The code requires that: Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, the installation of which is regulated by this code or to cause such work to be done, shall first make application to obtain the required permit.

To obtain a permit:

- Submittal documents consisting of four sets of construction documents, statement of special inspections if required; shall be submitted with plan review fee for each building permit application.
- The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed or installed.
- Other plans such as civic, site, landscape, structural, etc. shall be included as needed.

All building floor plans shall be drawn to scale with sufficient clarity and detail to indicate the nature and character of the work, it shall indicate rooms, doorways and sizes, corridors, exits, toilet rooms, and building code analysis shall indicate type of construction, square footage, occupancy load, and fire protection system with their hourly rating.

Be advised to provide plans which are signed and sealed by a licensed design professional in the State of Tennessee for the following:

- 1st tenant space of shell building
- any space over 5,000 SF
- Any plans for Assembly, Educational, and Institutional occupancy classifications.

If a project is in a Planned Development; a re-recorded P.D. plat and landscape plan approved by the Office of Planning and Development may be required. Provide two (2) copies of approved plans when required.

MECHANICAL, PLUMBING AND ELECTRICAL (MPE) WORK

- The MPE work required for a project shall be performed by a licensed contractor in the appropriate field which is registered with Memphis and Shelby county office of construction code enforcement.
- The contractor(s) shall secure permit(s) for his/her portion of the work prior to installation as required by code.

Time limitation of application

- An application for a permit for any proposed work shall be deemed to have been abandoned 180 days (6 months) after the date of filing Expiration.
- Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days (6 months) after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days (6 months) after the time the work is commenced. 2015 IBC sections 105.3.2 and 105.5

Information on construction documents

- Construction documents shall be dimensioned and drawn upon suitable material.
- Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show detail that it will conform to the provisions of the code and relevant laws, ordinances, rules and regulations.

BUILDING PERMIT VALUATIONS

- Permit valuations shall include total value of the project, including materials and labor, for which the permit is being issued such as, electrical, gas, mechanical, plumbing equipment, and permanent systems.
- If, in the opinion of the Building Official, the valuation is underestimated on the application, the permit shall be denied unless the applicant can show detailed, the total construction value to meet the approval of the Building Official.

General:

- **Submit Address assignment certificate with suite number from Memphis Light, Gas and Water Division, phone 901-729-8620.**
- **Be advised; it is the contractors responsibility to make certain his/her license from the State of Tennessee, local business license, and contractors registration is updated prior to issuance of a building permit. It is the contractors responsibility to make certain the authorize agent name is register with this office.**
- **You may contact of our license department, 901-222-8390, for information.**
- **The permit and plan review fees are based on the total project amount.**

- Pay only the plan review fee at the time of application and plans submittal (see below)
 - \$ 01 - \$ 25,000 plan review fee is \$80
 - \$ 25,001 - \$ 50,000 plan review fee is \$160
 - \$ 50,001 - \$100,000 plan review fee is \$325
 - \$100,001 - \$200,000 plan review fee is \$650
 - \$200,001 - \$500,000 plan review fee is \$875
 - \$500,001 - \$1,000,000 plan review fee is \$1,200
 - \$1,000,001 - \$2,000,000 plan review fee is \$1,600
 - \$2,000,001 - \$5,000,000 plan review fee is \$2,000
 - \$5,000,001 and up plan review fee is \$3,000
- Town of Arlington , City of Germantown, City of Lakeland, and the City of Millington multiple by 1.3333
- You can make check payable to: CONSTRUCTION CODE ENFORCEMENT

FAQ:

Does a project require a separate Zoning Approval?

- a. *Zoning approval in the Memphis/ unincorporated Shelby County is required only when required in the Unified Development Code (UDC).*
- b. *It's best to call and ask because separate zoning approval is required for a variety of reasons.*
- c. *A zoning approval letter is required from the City of Millington, City of Germantown, City of Lakeland, and the Town of Arlington.*

2. Can Zoning Approval and Building Permit be applied for separately or are they the same application?

- a. *If required yes, they can be applied for separately.*

3. Will you need an engineer's letter or structural calculations for the review?

- a. *Yes, for new buildings and additions or any structural reconfiguration.*

4. What is the specific number of copies or original engineer stamps plans needed?

- a. *4 sets*

5. What is your timeline for review and approval of permit application?

- a. *It depends on the work load but on average, 7 to 20 working days*

6. What is the plan size you require?

- a. *11 x 17 minimum size is acceptable if we can see enough details. Otherwise, full size sets will be required.*

7. What is the cost to renew an expired permit?

- a. *Should a permit expire, you must start the process over by submitting four sets of plans with a new building permit application and plan review fee.*

8. Does the architect/engineer need to be licensed with State of Tennessee?

- a. *Yes*

9. Do we as the management company need to be registered?

- a. *No*

10. Do we as the management company need to be licensed?

- a. *No*

11. Can we apply for and pick up the permit or does the contractor have to?

- a. *Pretty much anyone can apply for the permit. However, only the general contractor, licensed in the State of Tennessee can pick up the permit.*

12. Can we apply via mail/FedEx/online, or do we have to apply in person?

- a. *You can apply via mail/FedEx/UPS. However, the permit must be picked up in person.*

13. What is the process to extend permit?

Send a letter requesting that the permit be extended beyond the 180 time period.

14. Does the contractor need to be registered with Shelby County and City of Memphis?

- a. *Yes and licensed by the State of Tennessee. For further information, contact our Licensing Section at (901) 222-8390.*

15. Is the permit application available online?

- a. *No, it is not available online at this time. You would need to call (901) 222-8411 to have a blank permit application mailed to your address.*

16. Are mechanical, electrical and/or plumbing (MPE) design drawings required at the time of submittal?

- a. *This question can only be answered on a case by case basis. However, if you are doing any work in these areas, chances are that some sort of drawings will be required before the issuance of a permit for the project.*
- b. *Plans are passed to reviewers in building, plumbing, electrical and mechanical for review prior to a permit being issued. If they have nothing to review, the plan review process will not get completed until they can review and approve the proposed work and the permit issuance will be delayed.*

17. Once the permit is ready to be issued, can the permit be emailed or sent via FedEx/UPS, or do we have to pick it up in person?

- a. *At this time, the permit must be picked up in person by a licensed State of Tennessee general contractor.*

FYI: Expiration: Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days (6months) after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days (6months) after the time the work is commenced. 2015 IBC sections 105.3.2 and 105.5

18. **Would we need an electrical permit for this job? If so, how would I obtain that?**
 - a. *Electrical permits are required for any electrical work including low-voltage. An electrical permit can be pulled by a licensed electrical company. For additional information on electrical permit requirements call 901-222-8395.*

19. **Would we need a mechanical permit for this job? If so, how would I obtain that?**
 - a. *Mechanical permits are required for any mechanical work on the project. A mechanical permit can be pulled by a licensed mechanical company. For additional information on mechanical permit requirements call 901-222-8396.*

20. **Would we need a plumbing permit for this job? If so, how would I obtain that?**
 - a. *Plumbing permits are required for any plumbing work performed on the project. A plumbing permit can be pulled by a licensed plumbing company. For additional information on plumbing permit requirements call 901-222-8398.*

21. **Do I have to have the contractor listed on the application at the time of submittal?**
 - a. *No, however the permit may only be issued to a State of Tennessee licensed general contractor (see section on General Contractor).*

22. **Do cell tower projects require a separate Zoning Approval?**
 - a. *Zoning is required only for new towers and changes to the compound or tower expansion.*
 - b. *Existing towers have been approved by zoning.*
 - c. *An approval letter is required from the City of Millington, City of Germantown, City of Lakeland, and the Town of Arlington.*

23. **Which additions of the various codes are you enforcing?**
 - a. *See below:*

Effective January 1, 2019, Memphis and Shelby County Office of Construction Code Enforcement will implement the following codes along with local amendments:

2015 Edition	International Building Code with Local Amendments
2015 Edition	International Existing Building Code with Local Amendments
2015 Edition	International Residential Code with Local Amendments
2014 Edition	National Electric Code
2018 Edition	Joint Electrical Code
2015 Edition	International Mechanical Code with Local Amendments
2015 Edition	International Fuel Gas Code with Local Amendments
2015 Edition	International Plumbing Code with Local Amendments
2015 Edition	International Energy Conservation Code with Local Amendments
2009 Edition	ICC A117.1 Accessibility and Useable Buildings and Facilities (by reference)
2013 Edition	ASME 17.1 Safety Code for Elevators and Escalators (by reference)

24. What are the permit fees in addition to the plan review fee?

- a. *The permit fees are figured once we get the “verification of contract amount” from the general contractor on the job. They can’t be paid up front and must be paid by the GC when picking up the permit. However, in order to figure them into the bidding, see below for basic permit fee schedule:*

BUILDING PERMIT FEES

NEW CONSTRUCTION/ADDITIONS TO COMMERCIAL

MINIMUM FEE	\$	75.00
\$0-\$25,000		\$5.00/1,000
\$25,001-\$1,000,000		\$100 + \$3.50/1,000
\$1,000,001-\$25,000,000		\$3025 + \$2.25/1,000
\$25,000,001 AND UP		\$51,025 + \$1.75/1,000

APPURTENANCES TO BUILDINGS/STRUCTURES/APPARATUS

CONVEYOR, PROCESS PIPING, RACKING/SHELVING	0-	\$	70.00
\$250,000			
EACH ADDITIONAL \$1,000			\$2.00/1,000

MISCELLANEOUS CONSTRUCTION

TOWER, STACK, POOL (\$5.00 / 1,000)			\$70.00
GATE, WALL, FENCE (OTHER THAN 1&2 FAMILY)	\$25,000 OR		\$70.00 MIN.
LESS (\$5.00/1,000)			
OVER \$25,000 (\$4.00/1,000)			\$200.00 MAX.
DEMOLITION \$9.00 PER 25,000 CU. FT.			\$70 MIN - \$560 MAX
IMPLOSION			\$1,120.00
PORTABLE BLDG MOVE			\$224.00
TEMPORARY CONSTRUCTION OFFICE/STORAGE STRUCTURE			\$45 PER 6 MONTHS

SIGNS

ERECTION, CONSTRUCTION, RELOCATION, ALTERATION OR MAINTENANCE OF SIGNS			\$1.25 PER SQ FT
MINIMUM FEE	\$		25.00
ANNUAL REINSPECTION FEE UP TO 150 SQ FT	\$		25.00
ANNUAL REINSPECTION FEE OVER 150 SQ FT	\$		50.00
INSTALLATION PRIOR TO ISSUANCE OF PERMIT			TRIPLE FEE

RESIDENTIAL FEES

ONE & TWO FAMILY DWELLINGS PLAN REVIEW FEE

UP TO 2,500 SQ FT	\$	125.00
OVER 2,500 SQ FT	\$	150.00

ONE AND TWO FAMILY DWELLINGS PERMIT FEES

NEW CONSTRUCTION OR ADDITION PER SQ. FT.	\$	0.07
MINIMUM FEE FOR NEW SFR OR DUP	\$	125.00
MINIMUM FEE FOR ADDITIONS 400 SQ. FT. OR LESS	\$	50.00
MINIMUM FEE FOR ADDITIONS 401 SQ. FT. - 800 SQ. FT.	\$	75.00
MINIMUM FEE FOR ADDITIONS OVER 800 SQ. FT.	\$	125.00
DETACHED ACCESSORY BUILDINGS 400 SQ. FT. OR LESS	\$	25.00
DETACHED ACCESSORY BUILDINGS OVER 400 SQ. FT.	(\$0.07/SQ FT)	\$50.00 MIN
ALTERATION/REPAIR (\$5.00/1,000 VALUATION)	\$50.00 MIN /	\$325.00 MAX
CONSTRUCTION/REPAIR/ALTERATION TO DECKS, SPAS AND SIMILAR STRUCTURES		\$50.00
POOL \$5.00/1,000 (NO MAX)		\$70.00 MIN
RESIDENTIAL FENCE PERMIT		\$25.00
CURB CUT DRIVEWAY APPROACH		
NEW/REPLACEMENT		\$0.07 PER SQ FT
MINIMUM		\$35.00
TRAILERS AND MANUFACTURED HOMES		
MANUFACTURED HOME/TRAILER SPACE - PER SPACE		\$45.00
ANNUAL INSPECTION FEE - EACH SPACE		\$12.00
MANUFACTURED HOMES APPROVED AS PERMANENT/TEMPORARY RESIDENCE		\$0.06 / SQ FT \$140 MIN
HOUSE MOVE		\$224.00

OTHER FEES

CERTIFICATE OF OCCUPANCY		\$70.00
WORK COMMENCING BEFORE PERMIT ISSUANCE		DOUBLE FEE
TENTS, SPECIAL EVENTS, BEER CHECK AND AMUSEMENT RIDES		\$70 PLUS \$12 FOR EACH ADDT'L TENT AFTER FIRST
ADMINISTRATIVE SITE PLAN REVIEW	\$	650.00
PERMIT AMENDMENT	\$	25.00
BOARD OF APPEALS	\$	125.00
REINSPECTION FEE	\$	50.00

REFUNDS

NO WORK COMMENCED AND WITHIN 6 MONTHS OF ISSUANCE AND PERMIT IS SURRENDERED, REQUESTS IN WRITING WILL BE ELIGIBLE FOR REFUND OF 2/3 OF PERMIT FEE UPON APPROVAL OF BUILDING OFFICIAL. MINIMUM AMOUNT TO BE RETAINED BY CODE ENFORCEMENT WILL BE \$70.00.

25. Does the residential plan review fee apply to projects other than new homes?

Yes, any projects that require submittal of a plan will incur a plan review fee including additions, renovations, etc.

26. Does your department do the complete review or do I need to submit to other departments, like fire, zoning, etc.?

- a. *It depends on the project and the type of occupancy involved. It's best and probably easiest to submit the four sets of plans required here first and we'll review them and let you know in our plan review comment sheets whether other submittals are necessary.*
- b. *Once the four (4) sets of plans are submitted to us, we route one set to the fire department for review. Restaurants and other places that sell prepared food to the public must have Health Department approval. We do not route plans to the Health Department. Therefore that would be an additional submittal. Zoning issues are handled by the Office of Planning and Development (O.P.D.).*
- c. *There may be certain approvals needed through them before we can issue the permit (landscaping, ASPR approval, planned development recording, etc). If you're advised during the plan review that there is something needed from O.P.D., it would be best to contact them for more information about their review process at (901) 576-6619.*

DEMOLITION PERMITS:

- Both commercial and residential demolitions require a licensed demolition contractor (not a general contractor).
- However, for residential only, a homeowner can do the work themselves but must post a \$300.00 refundable cash bond (no personal checks for the bond) plus the permit fee.
- The permit fee can be paid by check.
- At the time of submitting the bond, be sure to request a refund form that can be mailed in for refund of the bond once the demolition is complete and the lot has been cleaned and the sewer recapped.

Documents to bring for demolition permit:

- Site plan with address of demolition and building(s) to be demolished.
- Written cut-off verification from Memphis Light, Gas and Water (MLGW) for electrical and gas.
- An asbestos letter from the Health Department is also required. For more information on the asbestos letter, call the Shelby County Health Department at (901) 222-8221 or (901) 222-8270.
- We will need the cubic feet of the building(s) to be demolished (length times width times height).
- You will need to complete a demolition permit application form and pay the fee and any bond required before issuance of the permit.
- Do not put more than one address on an application unless it is a duplex or all on one lot.

Fees:

- **Fees are usually a total of \$79.00 for most commercial demolitions and \$75.00 for residential but could be more for large jobs (fees are based on cubic feet of the demolished building(s) and basically any building below 194,400 cubic feet will be the minimum fee of \$79.00 commercial and \$75.00 residential).**
- **Fees for jobs located in Germantown, Millington, Arlington and Lakeland will be multiplied by 1.33333 (\$102.00 commercial and \$98.00 residential). Be sure to verify fee amounts with plans examiners before writing checks.**

RESIDENTIAL BUILDING PERMIT PROCEDURES

The following is a checklist of items to verify before we issue a permit for residential construction:

- All new construction and additions over 400 sq. ft. must show seismic requirements
- If the new home is in the **Germantown City limits**, a footing and foundation permit is required.
- Approval of the footing and foundation permit is contingent on submittal of the **Homebuilder Storm Water Guidelines** form (HSGF) approved by Germantown Engineers and submittal of site plans.
- Once footing and foundation permit is issued, submit a separate application for the building permit and submit full set of plans for review of projects in Germantown City Limits.
- Additionally, Germantown must approve a *Foundation Survey* prior to issuance of the building permit.
- Construction in Lakeland, Arlington and Millington must be submitted to these cities for approval before submitting here. Each City has its own procedures and fees. The city in question must approve the plans before issuance of a permit (see below):
 - **Millington** approves plan with letter and we charge fees and issue the permit once we get the letter
 - **Lakeland** approves the plans and charges their own fees and we issue the permit and charge fees with written approval from Lakeland.
 - **Arlington** approves the plans and charges the fees and sends the County a check for the fees. We issue the permits with Arlington approval but do not charge additional fees.

Before the permit is issued:

- We will pull the subdivision plat and verify lot number, setbacks, landscaping requirements (if any) and enter this information on the permit application and put the address for the property on the correct lot on the plat for future reference to verify no duplicate permits for same lot.
- We will verify zoning and construction type and add them to the permit application.
- We will check for flood zone such as MFFE (minimum finished floor elevations) and if so, add to special conditions on permit application.
- We will check whether sidewalks are required and if so, add to special conditions on the permit application. Sidewalk and curb cut fees are applicable if in the unincorporated county.
- We will verify the sq. footage of the building and the number of bedrooms, baths, etc and enter them on the permit application.
- We will transfer all permit application information entered to Permits Plus.
- We will verify escape window (size, height, width, location) or door leading directly to the outside in bedrooms.
- We will check the stair detail on the plans and verify it conforms to the code.
- We will verify Seismic requirements are shown on the plans and are correct (strapping, panels, etc).
- We will check landscaping if required per subdivision plat.
- We will figure fees and enter on permit application and initial the permit application as approved and ready for issue.

ADMINISTRATIVE SITE PLAN REVIEW (ASPR) PROCESS FOR CONSTRUCTION CODE ENFORCEMENT

- All buildings and additions that meet the thresholds found in Article 4.1 of the UDC shall be subject to an ASPR (see UDC, Article 9.12.1 A).
- The UDC is available for download in the Planning and Development Department section at www.shelbycountyttn.gov.
- The procedure for the ASPR shall be as follows:
 1. An application for ASPR shall be completed and a \$650.00 fee shall be collected. This is the same application used for building permits except in the description of work section, write “ASPR only”.
 2. The plans examiner will perform his/her part of the ASPR by reviewing the plan for code compliance (basically a complete site plan review).
 3. A set of the plans will then be forwarded to OPD (east or downtown) for OPD approval (site, landscaping, area lighting, parking, etc.).
 4. If the plan meets the thresholds in Article 9.12.3 B (3), approval of the ASPR will not be completed until the appropriate engineering office (City or County) has also approved the project in writing.
 5. It is up to the design professional/owner/contractor to deliver any plans required and apply to the appropriate engineering office for plan approval. Our office does not forward plans to City or County Engineering.
- Steps 1, 2 and 3 above will be completed on all ASPRs. Step 4 and 5 will be completed only when required.
- Each step of this process shall be completed within 10 days of receipt and responses sent to the applicant.
- No permit will be issued for plans that meet the threshold of Article 4.1 until all required steps above are completed and approved.

Registration as a General Contractor with Shelby County

- In order to pull a permit in Shelby County, each general contractor must register his or her license with the licensing section of The Office of Construction Code Enforcement. See procedures for registration below:

RULES AND PROCEDURES STATE LICENSED CONTRACTOR REGISTRATION

1. Contractors shall be properly licensed by the State of Tennessee Licensing Board, as required by the State Contractor's Licensing Law. A copy of the State License Certificate showing the license classification shall be attached to the registration form.
2. Contractors licensed by the State shall obtain an affidavit letter from the State of Tennessee Contractors Board to verify the Qualifying Agent (Contact (615) 741-8307).
3. Contractors licensed by the State of Tennessee shall obtain and include a Memphis & Shelby County Business License with their registration. Please call (901) 222-3000 for additional information in obtaining this license. Address: 1075 Mullins Station Rd., 38134 or 150 Washington, 2nd Floor, Memphis, TN 38103.
4. Contractors licensed by the State shall obtain a contractor registration packet from the Licensing Section of Shelby County Construction Code Enforcement which includes the following:
 - a. Building Contractor Registration form. When completing, enter name (as listed on State Certificate), mailing address, and telephone number with area code.
 - b. A Construction Code Enforcement Input Document for entering the qualifying agent's information.
 - c. A Special Power of Attorney form to be used in the event of permits being pulled at the absence of the qualifying agent. Only two Power of Attorney attachments may be added to each license holder (make copy if needed).
 - d. A Construction Code Enforcement Input Document for entering the person(s) receiving power of attorney (make an additional copy if needed).
 - e. Attach a current copy of State License and current copy of Shelby County Business License to completed packet.
 - f. Completed input document(s) for any individual(s) listed in the application must include photo I.D.

All forms shall be properly executed and returned with the applicable fee to the Licensing section prior to issuance of a permit.

- **MAKE ALL CHECKS PAYABLE TO CCE.**
- **REGISTRATION FEE WILL BE \$50 - CASH OR CHECK**

Your cooperation in complying with these requirements will prevent any delay in approval of your registration and issuance of permits

FOR ADDITIONAL INFORMATION:

- **Rick Meister - Manager of Plans Review (901) 222-8365**
- **Arthur Hammontree - Senior Plans Examiner (901) 222-8358**
- **Rita Anderson - Plans Examiner (Building) 901-222-8359**
- **Kenneth Ayers - Plans Examiner (Building) 901-222-8357**
- **Kerry Litton - Plans Examiner (Residential) 901-222-8362**
- **Alicia Jenkins - Plans Examiner (Residential) 901-222-8356**
- **Michael Rodgers - Plans Examiner (Plumbing) 901-222-8363**
- **Greg Gaillard - Plans Examiner (Electrical) 901-222-8361**
- **Mony Hooshyar – Plans Examiner (Building) 901-222-8360**

Courtesy of:

Memphis and Shelby County

Office of Construction Code Enforcement

Plans Review Section

6465 Mullins Station Road

Memphis Tennessee 38134