

# Town of Collierville

## Applicant Information for Issuance of a Building Permit for a Residential Room Addition

Contractors who perform renovation, repairs, and painting jobs in pre-1978 housing and child-occupied facilities must, before beginning work, provide owners, tenants, and child-care facilities with a copy of EPA's lead hazard information pamphlet [Renovate Right: Important Lead Hazard Information for Families, Child Care Providers, and Schools \(PDF\)](#) Contractors must document compliance with this requirement; EPA's [pre-renovation disclosure form \(PDF\)](#) may be used for this purpose.

The following information is necessary to properly process your request for a building permit. Please list the requested information and provide the noted data so we may assist you in obtaining the requested permit.

If you have any questions or need assistance, staff will be pleased to help.

1. List the address of the proposed project: \_\_\_\_\_.
2. Square footage of principle building: \_\_\_\_\_.
3. Property owner information:
  - a. Name of Property Owner: \_\_\_\_\_
  - b. Address (if different): \_\_\_\_\_
  - c. Phone Number: \_\_\_\_\_
4. Contractor information:
  - a. Name of Contractor: \_\_\_\_\_
  - b. Contractor Address: \_\_\_\_\_
  - c. Contractor Phone Number: \_\_\_\_\_
  - d. Contractor License Number: \_\_\_\_\_

*(All projects, which exceed \$3,000, require a properly licensed contractor. Projects between \$3,000 and \$25,000 require a State Licensed Home Improvement Contractor. Projects in excess of \$25,000 require a State Licensed General Contractor.)*

5. Circle the category, which most closely describes the use of the structure being proposed:  
 Addition to Principle Building       Finish Out of Attic Space  
 Other \_\_\_\_\_
6. Addition will be used as (check all that apply):  
 Bedroom     Playroom     Sunroom     Office     Garage  
 Laundry     Kitchen     Other \_\_\_\_\_
7. Is the addition / Finish Out located on the (check one):  1<sup>st</sup> Floor    2<sup>nd</sup> Floor    Other \_\_\_\_\_
8. If the Addition is located on the 2<sup>nd</sup> floor, will it be located over a garage?       Yes    No  
**If YES, the garage ceiling is required to have 5/8" type X (1 hour fire rated) sheetrock, or have an additional 1/2" sheetrock added to the garage ceiling. Initial for compliance \_\_\_\_\_**
9. Provide a written description of the proposed work: \_\_\_\_\_.
10. List the total square footage of the proposed addition: \_\_\_\_\_.
11. List the height of the proposed structure: *(Height is defined as being the vertical distance measured from grade to a point halfway between the eave of the roof and the ridge of the roof)* \_\_\_\_\_.
12. Where will the addition be located?       Rear of house       Front of house       Side of house
13. List the distance the structure is to be located from the front property line: \_\_\_\_\_
14. List the distance the structure is to be located from the side property lines: Side 1 \_\_\_\_\_ Side 2 \_\_\_\_\_
15. List the distance the structure is to be located from the rear property line: \_\_\_\_\_

16. List the distance the structure is to be located from other buildings on the lot:\_\_\_\_\_

17. Check the proposed finish materials to be used:

Brick       Wood Siding       Vinyl Siding       EIFS       Stucco

Other \_\_\_\_\_  Roofing Type: \_\_\_\_\_

18. List the estimated building value:\_\_\_\_\_.

**PLEASE NOTE THE FOLLOWING INFORMATION IS NEEDED TO COMPLETE THE REVIEW OF YOUR PROJECT. PLEASE DESCRIBE EACH OF THE FOLLOWING; LET US KNOW IF WE CAN BE OF ANY ASSISTANCE.**

19. Describe the proposed foundation. (Concrete slab, concrete footing & concrete block foundation walls, wood foundation, etc.)\_\_\_\_\_.

- a. Please note that footings shall be no less than 12 inches deep to the bottom of the footing. \_\_\_\_\_
- b. Footings shall have no less than two (2) number 4 rebar's, installed at a minimum of two inches above the bottom of the footing. \_\_\_\_\_
- c. If the proposed structure is to be constructed on a new slab, the slab shall be no less than 3 ½ inches thick and be provided with footings as described in (a) and (b) above. \_\_\_\_\_
- d. If the proposed structure is to be constructed on an existing concrete slab, such as an existing patio and the roof is to be supported by wood, metal, or fiberglass post, a footing shall be installed under the post that meets the depth of 12 inches to the bottom of the footing. If the proposed structure is a room addition that the walls will be closed in, and is to be constructed on an existing or new concrete slab, then the entire perimeter of the slab shall have footings as described in item numbers (a) and (b) above. \_\_\_\_\_
- e. If the proposed structure is to be built on a wood floor system, please indicate what size floor joist and the distance that they will span. (Span is the distance between supports.) Size of Floor Joist: \_\_\_\_\_  
Span: \_\_\_\_\_
- f. Will the proposed structure have a ceiling? Please indicate what size ceiling joist their spacing and the distance that they will span. Please indicate what type of ceiling will be installed. \_\_\_\_\_
- g. Please describe the roof system. Indicate what size rafters will be used, their spacing, and the distance they will span. Indicate what size roof deck (plywood, or on individual ½ to 1 inch thick boards, metal, etc.) \_\_\_\_\_
- h. Please describe how you will be attaching the addition to the principle structure (if you are attaching) \_\_\_\_\_
- i. If windows are being installed, please mark the windows with sizes on the drawing/plans.
- j. Will there be any electrical, plumbing, or heating and air conditioning installed on this project? Please note that all of these permits will be required to be obtained by a licensed trade's person, and none of this work shall be started before permits are obtained. Please list any of this type of work. \_\_\_\_\_

## Required Data Checklist

- 1) Project address and signature on Permit Application.
- 2) Site plan or survey drawn to scale showing the placement of all structures on the lot with all setback dimensions and easements on the property.
- 3) Plans of the proposed structure with sufficient detail to determine the nature of the work. Necessary plans may include.
  - i) 3a. \_\_\_\_\_ Floor Plan showing interior and exterior walls, doors and windows with sizes and dimensions.
  - ii) 3b. \_\_\_\_\_ Foundation details showing the size and depth of all footing, foundations or slabs.
  - iii) 3c. \_\_\_\_\_ Framing plans indicating the sizes of floor joists, ceiling joists, rafters and other structural members.

## Notes:

- 1) Zoning restrictions prohibit more than two (2) above ground accessory structures on a lot. Accessory structures include but are not limited to storage buildings, detached garages, sheds, pool houses, workshops, etc.
- 2) For an existing dwelling, when a building permit is required for an addition or renovation, the dwelling unit shall be provided with [smoke alarms](#) located as required for new construction, as noted above; the smoke alarms shall be interconnected and hardwired. Smoke alarms in existing areas shall not be required to be interconnected and hardwired where the alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space, or basement available which could provide access for hardwiring and interconnection. Smoke alarms shall be permitted to be battery operated in locations where hardwiring and interconnection is not possible.
- 3) Any low-voltage alarm system or an addition to a low-voltage alarm system **MUST** be tested for proper operation and a test letter stating proper operation **MUST** be provided for the building department on-site prior to a Certificate of Occupancy request.
- 4) Permit application and plans will be reviewed in order of receipt of the application. Submittal of the completed information noted above will assist in an expeditious review of your project.
- 5) Electrical, plumbing, gas and mechanical work associated with your project will require additional permits. Such permits must be obtained and work installed by properly licensed subcontractors.
- 6) It is the responsibility of each permit applicant to request the required inspections. Required inspections include:
  - (a) **Footing and Foundation Inspection** – To be made after trenches are excavated and forms erected.
  - (b) **Framing Inspection** – To be made after the roof, all framing, fire blocking, and bracing is in place, all concealed wiring, all pipes, chimneys, ducts and vents are complete.
  - (c) **Final Inspection** – To be made after the building is complete, all required electrical fixtures are in place and properly connected or protected, and the structure is ready for occupancy.
- 7) Each code violation will be subject to a re-inspection fee prior to the issuance of a Certificate of Occupancy.

I, \_\_\_\_\_, owner of the property located at \_\_\_\_\_, am aware of and do hereby agree to abide by all restrictive covenants, deed restrictions or subdivision regulations and the zoning ordinances of the Town of Collierville in the constructing or placing of any structure or addition on the above listed property.

Signed \_\_\_\_\_ Date \_\_\_\_\_.