



Memphis and Shelby County Office of Construction Code Enforcement

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Construction Code Enforcement

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.