

## **CONSTRUCTION ENFORCEMENT**

### **General Submittal Documents**

Be advised Memphis and Shelby County Office of Construction Code Enforcement currently enforces the 2021 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 2021 to be in effect as of January 1, 2022.

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:**

- Electronic submittal documents consisting 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 (see below).
- 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 and must also be submitted electronically.

#### **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 (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

**Information on construction documents**

- Construction documents shall be dimensioned.
- 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 contractor's responsibility to make certain his/her license from the State of Tennessee, local business license, and contractor's registration is updated prior to issuance of a building permit. It is the contractor's 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.**