



City of Friendsville

213 W. College Avenue
P.O. Box 56
Friendsville, TN 37737
Ph: (865)995-2831

BUILDING AND INSPECTION CHECKLIST

A Permit must be issued prior to commencement of construction activity of any kind, site grading and driveways included. Two (2) full sets of plans must be submitted to Codes staff for Building Plans Review. Below are the checklist items to be completed prior to receiving a Certificate of Occupancy (CO) – note that additional items may be required:

- Contact City of Friendsville administration for appropriate planning/permitting process or see website.
- Contact the Blount County Department of Environmental Health regarding sewage disposal system; contact: Gary Ferguson (865)681-9502. Approval for a sewage disposal system must be obtained before a building permit can be issued.
- For commercial or multi-tenant residential projects, submit site and building plans to Friendsville Planning Commission (FPC) for review Design Review Commission (DRC).
- Revise submitted plans, as required by FPC and Design Review Commission.
- Receive approval from LPC (if applicable).
- Secure building permit.
- Call Tennessee 811 before grading/digging.
- Request new electric and water services from appropriate utilities; Locate building(s) corners to verify Minimum Yard Requirements (setbacks) see Ordinance 2017-01.
- Schedule footing inspection – footing must be clear and dry, undisturbed earth, steel reinforcement placed and supported with “chairs” or masonry brick.
- Schedule plumbing (under-slab) inspection if concrete is to be placed over pipes. Water and waste lines must have pressure test.
- Schedule trade rough-in inspections: __electric, __plumbing and __gas/mechanical with pressure tests.
- Schedule framing inspection (prior to installation of any sheathing and sheetrock).
- Schedule sheetrock inspection if fire rated sheetrock is specified – fire rated sheetrock must be inspected with all fasteners installed, but before taping, and printed rating on the boards must be readable.
- Schedule grease trap inspection (if applicable).
- Schedule final plumbing inspection – all fixtures must be in place and operational.
- Schedule final gas/mechanical inspection – appliances must be connected, equipment operational and ductwork in place and supported per code.
- Schedule engineering pre-final site and drainage inspections.
- Schedule pre-final site inspection (i.e., landscaping, parking: parking to include appropriate vehicular and pedestrian pavement markings etc.).
- Schedule final building, fire, electric, and site inspections.
- For signage, a permit from LPC will be required prior to installation.
- Request a Certificate of Occupancy (CO) upon completion and approval of all trade and departmental inspections, verification of Minimum Yard Requirements (setbacks) and meeting all other City requirements. No building or structure shall be used or occupied, and no change in the existing occupancy classification shall be made without first obtaining a Certificate of Occupancy (CO).