**Marion County Building Office**

This office provides permitting for **unincorporated** areas of Marion County, TN. If the property is located in any of Marion County’s cities, permitting is thru that city.

Effective January 1, 2020, Marion County, TN adopted, and the Marion County Building Official enforces the 2018 editions of the International Codes.

Codes:

1. 2018 International Residential Code
2. 2018 International Plumbing Code
3. 2018 International Mechanical Code
4. 2018 International Fuel Gas Code
5. 2018 International Property Maintenance Code
6. 2018 Swimming Pool and Spa Code
7. 2018 International Fire Code

The exceptions are:

1. Section 2904 of the IRC regarding sprinkles, and
2. 2018 International Energy Code

Copies of the codes adopted January 1, 2020 by Marion County, TN can be viewed at the Marion County Court Clerk’s Office, 24 Courthouse Square, Minter Building, Suite 101, Jasper, TN 37347.

Contractors and Homeowners are encouraged to review a copy of the section on decks that was added to the IRC. A link to this information is available on the Marion County website on the Building and Planning page or may be picked up in the Marion County Building and Planning Office, 24 Courthouse Square, Minter Building, Suite 105, Jasper, TN 37347.

**American Disabilities Act**

Marion County, TN enforces Volume 1-C of the 1999 North Carolina Accessibility Code.

**FEMA**

Any property lying in the Flood Plain or if a property’s elevation is questionable, a FEMA Flood Elevation Certificate must be submitted ***prior*** to issuance of a Building Permit. FEMA Form FF-206-FY-22-152 (formerly 086-0-33) (10/22)

The Marion County Building Official is the FEMA Official and was appointed to administer and implement the provisions of the County’s Flood Plain Resolution covering **unincorporated** Marion County, TN.

**Licensed Contractors**

This link provides you with access to the State of Tennessee’s website to determine if a contractor is licensed in Tennessee.

*Link to the Roster for Licensed Contractors for the State of TN:*

<http://verify.tn.gov/>

All contractors must be licensed in their craft through the State of Tennessee.

**Building Code Information**

Individuals may purchase Building Code books at the ICC website.

*Link to the Building Codes:*

<http://iccsafe.org/>

**Building Permit Procedures**

**Unincorporated areas of Marion County, TN**

***excluding* Mobile Homes**

**9 1 1 Address**

The 9 1 1 address must be included on the Application for Building Permit prior to submitting the application for review.

The 9 1 1 address must be **posted street side** prior to requesting any inspection.

To obtain a 9 1 1 address:

Contact: Jerry Don Case at the 9 1 1 office

Phone: 423 942 4423

Physical Address: 105 West First Street, Jasper, TN 37347

Email: [jdcase\_911@yahoo.com](mailto:jdcase_911@yahoo.com)

If emailing your request for a 9 1 1 address include the State Tax Map and Parcel ID for the property.

If the State Tax Map and Parcel Number is needed, that information can be found online at:

[Tennessee Property Data Home Page (tn.gov)](https://www.assessment.cot.tn.gov/RE_Assessment/).

or

The Assessor of Property’s Office

Phone: 423 942 3494

Marion County Court House, Suite 203, Jasper, TN 37347

**Our office does not use Lot Numbers**

**Septic Permits and Division of Water Resources**

Septic Permits are issued by the **T**ennessee **D**epartment of **E**nvironment and **C**onservation (TDEC).

To apply online for Division of Water Resources services including Septic Permits go to:

<https://tdec.tn.gov/septic>

For all other water related correspondence including Septic and Decentralized Systems or Greywater go to:

<http://tn.gov/environment/section/wr-water-resources>

If you prefer not to apply online, appointments for Septic Permits and other DWR services must be made directly with:

TDEC Area Representative: Natalie Lankford at 423 883 7526

If she is unavailable, you may contact the Chattanooga TDEC Office at 423 634 5745 for assistance.

**IMPORTANT:** The Marion County Building and Planning Office cannot issue any Septic Permits perform Perc tests or provide Verification of Systems letters. Additionally, we do not maintain or have access to Septic Permit Testing Records. Please contact the Tennessee Division of Water for Septic Permits and any information regarding them.

*Reference: 08/06/2018, Division of Water Resources staff will no longer be housed in Grundy and Marion, TN Counties.*

For all other water related correspondence including Septic and Decentralized Systems or Greywater go to:

<http://tn.gov/environment/section/wr-water-resources>

A copy of the Septic Permit or the Septic Permit receipt showing your payment as well as any associated paperwork must be included with the Building Permit Application at the time the application is submitted.

If an existing septic system will be used, you will need to obtain a ***Verification of System letter*** from TDEC.

If you have any questions regarding septic, contact Natalie Lankford at 423 883 7526 or the Chattanooga TDEC Office at 423 634 5745.

**Blueprint or Drawings**

Two (2) sets of blueprints or drawings to scale. All drawings must be clearly legible, complete with dimensions and include the Site/Plot Plan, Foundation Plan, Floor Plan and Elevations. Include all porches and/or decks.

The *minimum* sheet size for blueprints or drawings is 11 X 17. One set of the blueprints or drawings will be returned after the review process is complete.

Your blueprints or drawings must always remain on the job site.

**Site/Plot Plan**

The Site/Plot Plan must include the location where the structure will be built clearly marked on the plan.

If you do not have a Site/Plot Plan, contact:

The Assessor of Property’s Office

Phone: 423 942 3494

Marion County Court House, Suite 203, Jasper, TN 37347

Request a State Tax Map of the property where the structure will be built.

**State Tax Map and Parcel Number**

The State Tax Map and Parcel Number of the property where the structure will be located must be included on the application when the application is submitted.

If the State Tax Map and Parcel Number is needed, that information can be found online at:

[Tennessee Property Data Home Page (tn.gov)](https://www.assessment.cot.tn.gov/RE_Assessment/).

or

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**Questionable Soil**

If the property is located on the river or if the property is located in a part of Marion County, TN that is known to have soil that is moving or on a bluff that is questionable other tests, reports, etc. may be required. These may include but are not limited to Elevation Certificates and/or Geotech Reports.

With the above information, you may complete an Application for Building Permit. Once the application is submitted, the review normally takes 24 to 48 hours and are completed internally. Once the review process is complete and the permit fee assessed, you will pay the assessed permit fee, receive your Building Permit and one set of your plans.

**Submission Requirements**

There is not a portal to submit applications. You can download an *Application for Building Permit* from our website. The application package may be brought to our office in-person or sent via regular mail to the Post Office Box and address above to the attention of Mr. Yeargan.

* Fully completed Building Permit Application including *Signature of Owner or Agent*
* Copy of the Septic Permit or the Septic Permit receipt showing your payment as well as any associated paperwork
* Two (2) sets of blueprints or drawings to scale. All drawings must be clearly legible, complete with dimensions and include the Site/Plot Plan, Foundation Plan, Floor Plan and Elevations and include all porches and/or decks.
* FEMA Flood Elevation Certificate if applicable
* Elevation Certificates and/or Geotech Reports if applicable
* Other as deemed necessary by the Building Official

**Building Permit Fees**

This fee is assessed at the time the Building Official completes review of the plans for the structure. The fee is not a flat rate fee. We are unable to provide the fee amount until the review process is complete.

Payment can be made at your convenience after review. Our office does not call with the permit cost. Feel free to contact us for the fee amount.

This office does not accept debit/credit cards. Building Permit fees may be paid by check or cash. Checks should be made payable to the Marion County Trustee.

If for any reason after issuance of the Building Permit the construction is not started and/or completed, the Building Permit fee IS NOT REFUNDABLE or TRANSFERABLE.

The Building Permit shall be construed to be a license to proceed with the work and not as authority to violate, cancel, alter or set aside any of the provisions of the technical codes, nor shall issuance of this permit prevent the Building Official from thereafter requiring a correction of errors in the plans, construction or violations of the code.

Electrical permits are obtained separately from the State of Tennessee at core.tn.gov or contact your local utility company for guidance.

**Residential Minimum Setbacks**

**Residential Minimum Setbacks**: Are measured from the property lines, **not the road or right-of-way.** The minimum setbacks allowed are:

**Front – Forty (40’) Feet; Side – Fifteen (15’) Feet; Rear – Fifteen (15’) Feet**

**Required Residential Building Inspections *Excluding* Mobile Homes**

1. **Footing Inspection:** After trenches have been opened, steel is in place and grade stakes set. New homes are required to have the termite treatment applied by a licensed professional. You must have a copy of the New Construction Subterranean Termite Service Record letter or receipt.

**IMPORTANT:** The New Construction Subterranean Termite treatment MUST BE APPLIED PRIOR TO ANY FRAMING BEGINNING.

**IMPORTANT:** Prior to any Footing Inspection the side property lines must be clearly marked with tape or the inspection will not be performed.

1. **Slab Inspection:** All plumbing shall be filled with 10’ head or 3 (three) pounds air during Slab Rough-In Inspection.

**NOTE:** Plumbing permits are required and must be pulled in our office by an individual licensed in that trade.

1. **Foundation Inspection:** After the foundation has been laid, anchor bolts are in place and all topsoil and debris is removed from crawlspace. Crawlspace should be graded for drainage.
2. **Rough-In Inspection:** After all framing, bracing, rough-in wiring, mechanical and plumbing are in place. Before this inspection can be completed the ***plumbing must be pressurized on the incoming and water standing in drains to the highest point inside the structure***. Do not insulate the structure or cover the interior walls prior to this inspection.

**NOTE:** Plumbing and Mechanical permits are required and must be pulled in our office by an individual licensed in that trade.

1. **Spray Foam Insulation Inspection:** After the insulation has been installed, but prior to progressing any further. Inspections for insulation other than spray foam insulation are not required.
2. **Final Inspection:** Before the structure can be occupied this inspection must be completed. All safety features must be in place i.e., smoke alarms, carbon monoxide detectors, handrails and guards. If possible, the exterior of the structure should be graded for the proper water shed ~ weather permitting.

**IMPORTANT:** Prior to scheduling a Final Building Inspection the ***Final Electrical Inspection must have been completed, passed*** ***and the meter based must have the sticker provide from the Electrical Inspector.***

Electrical Inspections are not completed by this office. Contact your local utility company for guidance and scheduling of Electrical Inspections.

**IMPORTANT:** A copy of the ***New Construction Subterranean Termite Service Record letter must be in the Building Permit file*** in our office **before** a Final Inspection will be completed and a Certificate of Occupancy issued.

**Scheduling Building Inspections**

In order to schedule inspections, you must be the contractor of record.

To schedule an inspection, phone 423 942 3527

Requests for inspections **should not** be sent via email

email is not assessible by all office staff and the request may be missed and not scheduled.

Allow one day’s notice when scheduling an inspection. Requests for Building Inspections left on the answering machine after 4:00 P.M. CST will be considered to have been received the following business day.

Provide the following information when requesting any inspection:

* Callers name and call-back number including the area code
* Building Permit Number **IMPORTANT:** This office does not use Lot Numbers
* 9 1 1 Property Address
* Type of inspection being requested
* Gate Code/Door Code if applicable

Inspections are scheduled Monday through Friday. We are unable to provide a specific time the Building Inspector will arrive. Footing Inspections are inspected first.

**The 9 1 1 address MUST be posted street side.**

**A Job Box marked with the Building Permit Number on it MUST be on site.**

**The above are required prior to any inspection being requested and performed.**

**Mobile Home (MOBH) Permit Procedures**

**Unincorporated areas of Marion County, TN**

Mobile Homes set **prior** to obtaining a Mobile Home Permit are subject to being moved, **at the owner’s expense** if they fail to meet the adopted Marion County, TN setbacks, have been set in the Flood Plain or are located in an unsecured or dangerous location.

To apply for a Mobile Home Permit, you must have the following:

**9 1 1 Address**

The 9 1 1 address where the Mobile Home will be placed must be included on the Mobile Home Permit Application prior to submitting the application for review.

The 9 1 1 address must be **posted street side** prior to requesting any inspection.

To obtain a 9 1 1 address:

Contact: Jerry Don Case at the 9 1 1 Office

Phone: 423 942 4423

Physical Address: 105 West First Street, Jasper, TN 37347

Email: [jdcase\_911@yahoo.com](mailto:jdcase_911@yahoo.com)

If emailing your request for a 9 1 1 address include the State Tax Map and Parcel ID for the property.

**Our office does not use Lot Numbers**

**State Tax Map and Parcel Number**

The State Tax Map and Parcel Number of the property where the Mobile Home will be placed.

If the State Tax Map and Parcel Number is needed, that information can be found online at

[Tennessee Property Data Home Page (tn.gov)](https://www.assessment.cot.tn.gov/RE_Assessment/).

or

The Assessor of Property’s Office

Phone: 423 942 3494

Marion County Court House, Suite 203, Jasper, TN 37347

**Our office does not use Lot Numbers**

**Site/Plot Plan**

The Site/Plot Plan must include the location where the Mobile Home will be placed clearly marked on the plan.

If you do not have a Site/Plot Plan, contact:

The Assessor of Property’s Office

Phone: 423 942 3494

Marion County Court House, Suite 203, Jasper, TN 37347

Request a Tax Map of the property where the Mobile Home will be set.

**Septic Permits and Division of Water Resources**

Septic Permits are issued by the **T**ennessee **D**epartment of **E**nvironment and **C**onservation (TDEC).

To apply online for Division of Water Resources services including Septic Permits go to:

<https://tdec.tn.gov/septic>

For all other water related correspondence including Septic and Decentralized Systems or Greywater go to:

<http://tn.gov/environment/section/wr-water-resources>

If you prefer not to apply online, appointments for Septic Permits and other DWR services must be made directly with:

TDEC Area Representative: Natalie Lankford at 423 883 7526

If she is unavailable, you may contact the Chattanooga TDEC Office at 423 634 5745 for assistance.

**IMPORTANT:** The Marion County Building and Planning Office cannot issue any Septic Permits perform Perc tests or provide Verification of Systems letters. Additionally, we do not maintain or have access to Septic Permit Testing Records. Please contact the Tennessee Division of Water for Septic Permits and any information regarding them.

*Reference: 08/06/2018, Division of Water Resources staff will no longer be housed in Grundy and Marion, TN Counties.*

For all other water related correspondence including Septic and Decentralized Systems or Greywater go to:

<http://tn.gov/environment/section/wr-water-resources>

A copy of the Septic Permit or the Septic Permit receipt showing your payment as well as any associated paperwork must be included with the Building Permit Application at the time the application is submitted.

If an existing septic system will be used, you will need to obtain a ***Verification of System letter*** from TDEC.

If you have any questions regarding septic, contact Natalie Lankford at 423 883 7526 or the Chattanooga TDEC Office at 423 634 5745.

The following questions assume you are replacing a Mobile Home that is ***currently*** on that site and septic is already in place.

1. Does this replace the existing Mobile Home ***currently*** on this site?
2. How many Mobile Homes are ***currently*** on this property?

With the above information, you may complete an application form for a Mobile Home Permit.

**Once the review process is complete and you have requested and received an approved Pre-Installation Inspection, you will then pay the $75.00 permit fee and receive your permit.**

Payment can be made at your convenience after view and the approved Pre-Installation Inspection is complete. Our office does not call with inspection results. Feel free to contact us to confirm the status of your inspection.

This office cannot accept debit/credit cards. Mobile Home Permit fees may be paid by check or cash. Checks should be made payable to the Marion County Trustee.

If for any reason after issuance of the Mobile Home Permit the fee payment is NOT REFUNDABLE or transferrable.

Marion County, TN has a Mobile Home Resolution in place that states all Mobile Homes must be placed on an individual lot. The lot sizes are as follows:

1. If there is public water on the property the *minimum* lot size is 15,000 square feet, and

b. If there is well water the *minimum* lot size is 25,000 square feet.

**In accordance with State Law, Mobile Homes must be setup by a licensed installer with the State of Tennessee.**

**Mobile Home Minimum Setbacks**: Are measured from the property lines, **not the road or right-of-way**. The minimum setbacks allowed are:

**Front - Forty (40’) Feet Side - Ten (10’) Feet Rear - Twenty-Five (25’) Feet**

**Electrical Permits** are obtained separately from the State of Tennessee at core.tn.gov or contact your local utility company for guidance.

**Areas which may have unstable soils are required to have the following prior to issuance of a Mobile Home Permit.**

* + A FEAM Flood Elevation Certificate is required for all property adjacent to the river or any low-lying areas which might be in the Flood Plain. FEMA Form FF-206-FY-22-152 (formerly 086-0-33) (10/22). This certificate **must** be submitted ***prior*** to issuance of a Mobile Home Permit.
  + You **must** have the lot checked and approved by TDEC for use of a septic system. This approval **must** be submitted with the Mobile Home Permit application.
  + If the lot does not have a public water supply, the lot **must** be a minimum 25,000 square feet.
  + Plot Plan (showing how the Mobile Home will be set on the lot) **must** be submitted with the Mobile Home Permit Application.
  + Every lot **must** adjoin and/or abut a government-maintained road for at least fifty (50’) feet.
  + A copy of the State Tax Map (with tax map and parcel number) of the parcel of property to be placed on **must** be submitted with the Mobile Home Permit Application.

\*TDEC **T**ennessee **D**epartment of **E**nvironment and **C**onservation

**Required Mobile Home Inspections**

**Mobile Home Placement Pre-Installation Inspection**

**Prio**r to installing any mobile home, you must mark the mobile home’s placement location and that location must be approved by the Marion County Building Official.

The site will be determined by minimum sixteen (16”) inch wood stakes or rebar with orange survey tape at each corner where the mobile home will be placed.

The side property lines must be clearly marked with tape.

The 9 1 1 address **MUST** be posted street side, **BEFORE** any Inspection can be requested, otherwise an Inspection will not be performed.

**Scheduling Inspections**

To schedule an inspection, phone 423 942 3527

Requests for inspections **should not** be sent via email

email is not assessible by all office staff and the request may be missed and not scheduled.

Allow one day’s notice when scheduling an inspection. Requests for Building Inspections left on the answering machine after 4:00 P.M. CST will be considered to have been received the following business day.

Provide the following information when requesting any inspection:

* Callers name and call-back number including the area code
* 9 1 1 Property Address **IMPORTANT: This office does not use Lot Numbers**
* Type of Inspection being requested:

Mobile Home Placement Pre-Installation Inspection

Inspections are scheduled Monday through Friday. We are unable to provide a specific time the Building Inspector will arrive.

**The 9 1 1 address MUST be posted street side,**

**BEFORE**

**any Inspection can be requested, otherwise an Inspection will not be performed.**

**Certificate of Occupancy for Mobile Homes**

Our office does not issue a Certificate of Occupancy for mobile homes.

The only inspection completed by this office for a mobile home is a Pre-Placement Inspection. A Pre-Placement Inspection is in consideration of where the mobile home will be set on the property and not about the structure itself.  We will not issue a Certificate of Occupancy for any structure our office had not completed any inspection/s on

as related to the structure itself.