Town of Signal Mountain Permitting Publications

Permits for Residential Construction

Town of Signal Mountain

Town Hall
Building Department
1111 Ridgeway Ave
Signal Mountain, TN 37377

Emails
bldg@signalmountaintn.gov

Building Codes Department
423-290-2213
Or
423-596-2965

Apply for a Permit
https://signalmountaintn.portal.iworq.net/portalhome/signalmountain

2024 ICC and 2023 NEC
Rev Aug 2026

Permits for Residential Construction

Signal Mountain Building Department has jurisdiction over the Town of Signal Mountain TN only. If your project is within any other city, you need to contact that city's Building Inspection office instead of Signal Mountain.

When do I Need a Building Permit?

A building permit is required for any new construction, additions, or alterations that adds floor area, changes the configuration of rooms or changes the use of the space. Examples of projects that require building permits include:

New Construction:

New Homes, garages, carports, pole barns and detached storage sheds (over 144 square feet, under 144 square feet requires a site permit).

Additions:

Room additions, swimming pools, decks, retaining walls over 48-inches, and all fences (front, side or backyard).

Alterations:

Re-configuration of rooms, re-roofing, installing windows and doors, drywalling, insulating, finishing a basement, re-siding, foundation repair, crawlspace encapsulation and structural repairs.

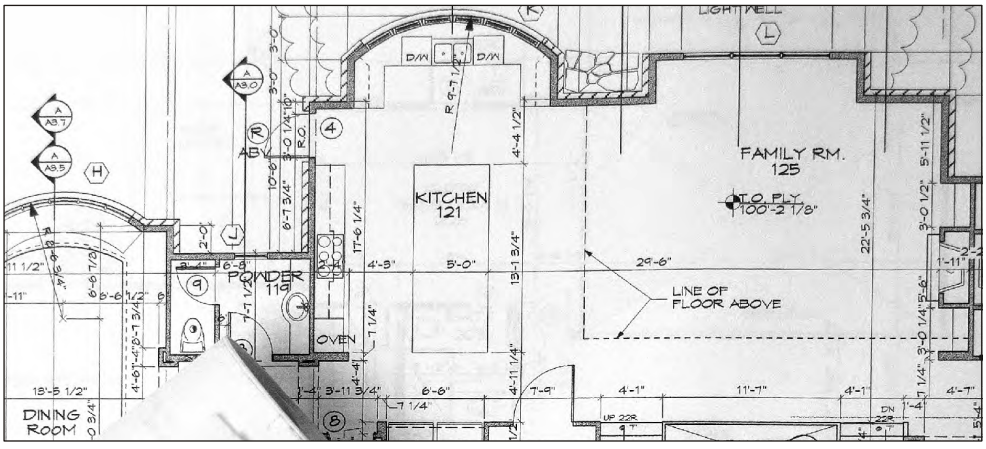
Installations:

Equipment or appliances, such as fireplaces, hot tubs, solar panels, etc.

If you are uncertain whether a permit is needed, call the Signal Mountain Building Department office at 423-886-2177 Ext 204 or 219. The Building Department office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday (closed 11:30 a.m. to 12:15 p.m.). Please note that while the office is open during these hours, building inspectors may be out in the field conducting inspections and may not be available on-site. Building permits can be applied for through the online portal at https://signalmountaintn.portal.iworq.net/portalhome/signalmountain.

Phone inquiries may be made to the following offices:

Building Code Questions	423-886-2177 Ext 204
Electrical and Mechanical Code Questions	423-886-2177 Ext 219
Planning and Zoning Inquiries	423-886-2177 Ext 204
Driveway and Access Inquiries (Public Works)	423-886-2177 Ext 202
Sewer System Questions (WWTA)	423-209-7842
Septic System Questions (GWP)	423-209-7876



What Needs to be Submitted for Issuance of a Building Permit?

Although circumstances may vary depending upon the work involved, the following are general submittal requirements:

- ☐ An application form - available **https://signalmountaintn.portal.iworq.net/portalhome/signalmountain**. Complete all the information requested as thoroughly as possible.
- ☐ Contractors must have a current Signal Mountain Builders License
- ☐ Contractors must have a current State Contractors License
- ☐ Contractors must have current Liability & Workman's Comp Insurance (Certificate holder Town of Signal Mountain bldg@signalmountaintn.gov
- ☐ Evidence of sanitation such as a sewer tap or letter of commitment from the WWTA or a copy of your septic approval from GWP. Whenever a project increases the total number of bedrooms or involves sanitation facilities, WWTA and/or GWP Approval will be required.
- ☐ Show Lot of Record
- ☐ Vacant Lot or Demo (Demo requires separate Permit) How will it be cleared and where will Debris go?
- ☐ Land Disturbance Permit is required (Applied for on Permit Portal)
    - Observe Land Disturbance BMP Inspection Sheet before any inspections
    - Footing Survey required before Building Permit release
    - Post Address on property
    - Park Dumpster on Property not in street
    - Set Porta-Potty
- ☐ R.O.W. Permit pulled through Public Works
    - R.O.W. Permit required before Building Permit release
- ☐ Complete Plans (See Below)
- ☐ Electrical Permit (Pulled by Licensed Electrician)
- ☐ Plumbing Permit (Pulled by Licensed Plumber)
- ☐ Mechanical Permit (Pulled by Licensed HVAC)
- ☐ Gas Permit (Pulled by Licensed HVAC or Plumber)
- ☐

What Plans are Necessary?

Your project must be prepared in a graphic form. **These construction drawings or plans must be drawn to ¼" scale** and show all proposed work and details. If you lack experience in preparing plans, professional assistance is recommended and in the long run could save you money. The submittal requires electronic PDF files to be submitted to Signal Mountain Building Department for plan review. The plans and specifications must clearly indicate the nature and extent of the proposed work.

Complete Set of Legible Plans Must Include: (See Page 3 Specific Details)

- ☐ Site Plan.
- ☐ House Plans to include:
    - Specs
    - Narrative
    - Parcel #, Plat # and Subdivision and Zoning
    - Square footage heated, Square footage unheated, Square footage unfinished, Square footage garage
    - Number of Bedrooms (Disposal permit must match number of Bedrooms)
    - A foundation plan.
    - Floor plan of each story showing existing conditions.
    - Floor plan of each story showing proposed construction.
    - Elevations drawings for each side of the building.
    - Wall cross-section.
    - Floor, wall, ceiling and roof framing details.
- ☐

Please provide the following basic information on your Building Plans:

Site Plan -Digital

- ☐ Indicate property lines.
- ☐ Setbacks (Small Lot of Record?)
- ☐ Easements
- ☐ Flood zone?
- ☐ Interior or Corner lot
- ☐ Show erosion control including catch fence, silt fence/barrier, and/or construction fencing.
- ☐ Drainage
- ☐ Slopes
- ☐ Construction Exit
- ☐ Concrete washout area
- ☐ Driveway
- ☐ Sidewalks (ADA) and/or curbs with lengths
- ☐ Nearest fire hydrant
- ☐ Show dimensions between all structures and property lines and between the main structure and all other structures on lot.
- ☐ Provide a north arrow.
- ☐ Show the Utility Routing Plan.
- ☐ Site plan by Surveyor prior to Building Permit Release.

Foundation Plan -Digital

- ☐ Dimensioned spread footing layout (or caisson layout).
- ☐ Dimensioned foundation wall layout - floor framing above may also be on this page.
- ☐ Dimensioned interior footing pad layout, size, and reinforcement.
- ☐ Dimensioned deck pier layout, and size.

Floor Plans

Provide a dimensioned floor plan for each floor that includes:

- ☐ Room sizes.
- ☐ Use of the rooms. (including height and width dimensions).
- ☐ Window and door openings
- ☐ Plumbing fixture locations.
- ☐ Furnace and water heater locations.

Floor Framing Plans

Provide a floor framing plan for each floor that includes:

- ☐ Column sizes and locations.
- ☐ Joist size and spacing.
- ☐ Beam and interior headers (types and sizes).
- ☐ Framing members around shafts and stairway openings.
- ☐ Header sizes over exterior openings, and hanger's placement.

Deck Framing Details to Include:

- ☐ Column height, size, and location.
- ☐ Beam size above the columns.
- ☐ Joist size and spacing.
- ☐ Connection to building (hangers, ledger, bolting, etc.).

Roof Framing Plan

- ☐ Rafter size and spacing.
- ☐ Ceiling joist size and spacing.
- ☐ Ridge beam size.
- ☐ Supporting beams.
- ☐ Hangers.
- ☐ Engineered truss layout with all supporting members and hanger type and placement.

Wall Section

- ☐ Section view of the footing and foundation wall with reinforcement size and placement.
- ☐ Frost depth to bottom of footing.
- ☐ Anchor bolt size and spacing.
- ☐ Wall stud size and spacing.
- ☐ Crawlspace, wall, and attic insulation.
- ☐ Exterior sheathing.
- ☐ Exterior wall.
- ☐ Interior wall and ceiling finish materials.
- ☐ Roof cover materials.
- ☐ Ceiling Heights.
- ☐ Hold downs.

Elevations

Provide elevation views from each of the 4 sides of the structure labeled as follows:

- ☐ North, south, east, and west view.
  - ☐ Include the following on each elevation drawing:
  - ☐ Existing grade (natural grade).
  - ☐ Finished grade.
  - ☐ First story floor level.
  - ☐ Exterior light fixture locations must be indicated on each elevation.

Zoning Setback Requirements

The Zoning Resolution requires new construction to meet the required setbacks. A **setback** is a fixed minimum distance from your property line, or the centerline of a road or highway. Setbacks vary, based on the Zoning District in which you are located.

Please ask the about Zoning at 423-886-2177 Ext 204 for the specific setbacks for your project location.

Verification of Setbacks

If your application shows that you are placing your construction at the minimum setback, or is within 5 feet of the required setback, you will be required to provide a survey to verify that your building is correctly placed at this minimum setback. Only the property lines in question need to be surveyed, not necessarily the entire boundary. It is the property owner's responsibility to locate the proposed structure in the proper location.

Site Plan Review

Site Plan Review ensures compliance with zoning regulations, building codes, and community design standards.

Does My Project Need Site Plan Review?

Site Plan Review shall be required for all projects where a new residence, new accessory building or additional square footage is added to an existing residence. Also all fences, decks and swimming pools, retaining walls over 48".

Building Plan Review

How Long Does it Take to get Approval?

Typically within a few days of application, provided all documentation has been received.

What are the Fees?

The fees are based either on the valuation of work shown on the application, or calculated using the town's building valuation data schedule. An email will be sent back once approved requesting payment of permits.

Please see Title 5 Chapter 5 of the Town of Signal Mountain Municipal Code for current fee amounts .

Who can apply for a Building Permit?

Home Owners can apply for a building permit, however it is advised to have your contractor apply for all permits. All Electrical, Plumbing, Mechanical and Gas Permits must be applied for by Licensed Contractors.

Do You Have to be a Licensed Contractor?

All contractors in the State of Tennessee being contracted for work are required to be Licensed by the state. In addition Hamilton County offers licensing of contractors.

When do I Need Inspections?

With most projects there are several required inspections. The type and number of inspections needed depend on the individual project. When your building permit is issued, a list of the required inspections will be given to you, or you may ask for one.

All requests for inspections must be made by 3:30 p.m. the business day prior to the inspection through the Permit Portal.

The time of the inspection cannot be pre-arranged or guaranteed. It is advisable to not schedule concrete the same day as the inspection. When requesting an inspection, please give any pertinent information in the spaces provided.

May I Change My Mind?

If you need to change your application form, just ask for assistance.

How Long is the Permit Active?

Every permit is valid for 180 days after issuance. The permit will expire if the work authorized under the permit is not commenced within 180 days, or work is stopped at any time after the work is commenced for a period of 180 days. Before such work can begin again, a new permit must be obtained.