

## Permit Application Procedures

**The purpose of this policy is to ensure that proper procedures are followed during daily operations of the Codes Department. The establishment of this policy will ensure accountability and proper record keeping. This policy applies to all permits to include, Buildings, Pools, Sheds, Fences, Signs, Boring, Grading, Blasting, House Moving, Backflow Preventers, and Retaining Walls. The following procedure is set forth:**

- \*An application and all supporting documents must be submitted for review prior to approval.
- \*Applications can be secured at the Codes Department Office or be printed from the Codes Department Web Site. ([springhilltn.org](http://springhilltn.org))
- \*All permits must include a plan to be submitted, this plan must be reviewed and approved by the Building Official.
- \*The applicant will be notified by the Codes Department within (24) hours of approval / disapproval. (For most all permits)
- \*The permit must be paid in full before the permit will be issued. Payment must be made to the “Front Office”. **No monies are to be accepted or kept by the Codes Department Office.**
- \*A receipt must be issued to the applicant along with the permit. Permit documentation / papers will be given to the applicant after the permit is paid for at the front office.
- \*The applicant must be informed of the following:
  1. Where the permit is to be placed on site.
  2. Duration of the permit.
  3. The permit is non-transmittable for any other project.
- \*Permits may be renewed, a renewal fee is required. This renewal must follow the same procedures as stated above.
- \*The Building Official has the sole authority to revoke all permits. \***

**\* Should any work be started without a Permit, the Permit Fee Will Be Doubled \***

**\* No Fees can be waived, unless approved by the Board of Mayor and Alderman\***

**\* No refunds will be issued for any permits\***

**Required Fees:**

Demolition - \$ 50.00

Blasting - \$ 50.00

Outbuilding- \$25.00

Boring - \$ 50.00

House Moving - \$ 50.00

Backflow- \$ 25.00

Fence - \$ 25.00

**Grading Permits**

(Based on Cost of the Project)

1<sup>st</sup> \$1000.00 =\$15.00

Each Additional \$1000.00 = \$5.00

**Building Permits**

**Resolution 02-18**

**Residential New Home Permit (s)**

50,000 or less, multiply the square footage by \$45.00 = Valuation (Heated Space)

1<sup>st</sup> 50000.00=\$260.00

Remaining, \$4.00 per thousand (HVAC Permit included in this calculation)

Valuations 100,000.00 and over, multiply square footage by \$45.00

1<sup>st</sup> 100,000 =\$460.00

Remaining, \$3.00 per thousand (HVAC Permit included in this calculation)

**Plumbing Permit**

\$50.00 per Full Bath

\$25.00 per Half Bath

\$50.00 per Kitchen

**Other Required Fees**

Attached (1) Car Garage-\$30.00

Attached (2) Car Garage- \$50.00

Attached (3) Car Garage- \$75.00

Per Porch - \$30.00Per Deck / Patio - \$25.00

#### **Impact Fees**

**Williamson County** - \$2.00 (psf) (Heated Space)

**Maury County** - .50 (psf) (Heated & Unheated Space)

**Spring Hill** - \$500.00 + .50 (psf) (Heated Space)

#### **Build Outs / Room Additions Permit (Based on Cost of Project)**

\$15.00, 1<sup>st</sup> Thousand, All remaining per thousand -\$5.00

\$50.00 per Bath, 425.00 per Half Bath

#### **Swimming Pools**

In ground... (Cost \$15.00 1<sup>st</sup> 1000.00, \$5.00each remaining

Above ground\$50.00 (greater than 24 inches deep)

#### **Water Sewer Tap Fees for Contractors**

##### **(Ordinance No.96-27) / (Ordinance No.96-31, 97-20 & 10-16)**

Water Tap- \$1,300.00 + Residential ¾ meter (\$165.00)

Sewer Tap - \$1,100.00 (Duplexes, Town Homes, Condominiums, Villas, Garden Homes)

Sewer Tap - \$600.00 Each Apartment & Boarding House

#### **HB & TS Water Fees**

##### **(Ordinance No.96-27)**

- \$750.00

#### **Subdivisions that require HB & TS Fees:**

Anderson Acres

Astonwoods

Ashwicke Park

Brixworth (Only on the front side)

Buckner Crossing

Chapman's Crossing

Cherry Grove

Cochran Trace

Haynes Crossing

Pickett's Ridge

Spring Hill Place

Benevento

Baker Springs

Burtonwood

Chapman's Retreat & Town Homes

Cherry Grove Addition

Dakota Pointe

Newport Crossing

Pipkin Hills

Wades Grove

### **Commercial Permits**

**(Based on Cost of Job)**

1<sup>st</sup> \$1,000.00 = \$15.00

\$5.00 per each additional, \$1,000.00 remaining

Plumbing Permit - \$50.00 per bath

Each additional water fixture with drain - \$10.00 each

**Water and Sewer Reserve Fees as they apply to Commercial**

**City / County Impact Fees apply to New Buildings**

### **City Impact Fees**

\$500.00 +.50 per sq. ft.

### **Grading Permits**

**(Based on Cost of Job)**

1<sup>st</sup> \$1,000.00 = \$15.00

Each additional \$1,000.00 = \$5.00

### **Sewer Connection**

4 inch Tap = \$1,100.00 (Residential)

6 inch Tap = \$1,300.00 (Commercial)

8 inch Tap = \$1,600.00 (Commercial)

**Developer Fees for Residential**

**(Resolution 02-17 / Ordinance 86-42, Section 13-59, Ordinance 10-16)**

Water Reserve Fees = \$455.00 per lot

Sewer Reserve Fees = \$1,487.50 per lot (3 Bedroom)

(For Multi Family, see Appendix A)

**Water Tap Fees Commercial (Residential Lots not in Developments)**

**(Ordinance No.07-48)**

<b>Water Tap</b>	<b>Water Reserve</b>	<b>Meter Set</b>	<b>Total</b>
¾ Inch Tap - \$1,300.00	\$455.00	\$165.00	\$1,920.00
1 Inch Tap- \$1,600.00	\$560.00	\$235.00	\$2,395.00
2 Inch Tap- \$2,100.00	\$735.00	\$600.00	\$3,435.00
3 Inch Tap- \$2,800.00	\$980.00	\$1,646.00	\$5,426.00
4 Inch Tap- \$3,700.00	\$1,295.00	\$2,639.00	\$7,634.00
6 Inch Tap- \$ 4,700.00	\$1,645.00	\$4,789.00	\$11,134.00
6 Inch Fire- \$4,700.00	\$1,645.00	\$135.00	\$6,480.00
8 Inch Tap- \$8,700.00	\$3,045.00	\$7,174.00	\$18,919.00
8 Inch Fire- \$8,700.00	\$3,045.00	\$135.00	\$11,880.00

**Irrigation Meter**

¾ Inch - \$600.00                      \$210.00                      \$165.00                      \$975.00

**Backflow Permit for Irrigation**

\$25.00

## Table of Water / Waste water Loads

### Appendix A

#### (Ordinance No.96-31)

Projected water use and wastewater loads of developments shall be determined using the following standards as a guide. This based off of a \$4.25 per gallon rate.

Planned Use	Design Unit	Average Flow Per Day (In Gallons)
<b>Residential</b>		
Single Family Residence	Per House / Subdivision lot	350
Mobile Home (Outside Park)	Per Home / Lot	250
Mobile Home Park	Per Home / Space	200
Multi-Family Residence (1 bedroom)	Per Dwelling Unit	200
Multi- Family Residence(2Bedroom)	Per Dwelling Unit	300
Multi- Family Residence (3 bedroom)	Per Dwelling Unit	350
<b>Motel and Institutional</b>		
Hotels / Motels (without cooking facility)	Per Lodging Unit	100
Hotels / Motels (with cooking facility)	Per Lodging Unit	150
Nursing Homes / Rest Homes	Per Bed	100
Hospitals	Per Bed	200
Schools	Per Student(maximum capacity)	30
<b>Office</b>		
Office	Per 400 s.f. of gross floor space	25
General Retail	Per 1000 s.f. gross floor space	100
Restaurants and Taverns	Per seat	100
<b>Other Commercial</b>		
Laundromat	Per washing machine	500
Carwash	Per bay	2000
Service Station	Per bay / pump island	1000
Theaters	Per seat	3
Warehouse, Storage, Showroom	Per 1000 s.f. of gym floor space	25
<b>Industrial</b>		
Domestic Waste Only	Per 1000 s.f. Of gym floor space	100
Process Waste	Determined by City of Spring Hill	
<b>Miscellaneous</b>		
Churches and Assemblies	Per seat	2

