

**PERMITTING PROCESS FOR MOBILE HOME
BRADLEY COUNTY, TN**

All permits for the county may be purchased through the Bradley County Building Inspectors Office except those on Cleveland Utilities. **If you are serviced by Cleveland Utilities for your power you will purchase the electrical permit for the city. Their number is 479-1913.**

1. Pre-Permit Application: This process has been implemented to insure the proper information is obtained and reviewed before any permits may be issued. The pre-application is used to determine property zoning, county road frontage, flood map and storm water information. All information obtained will be used to generate your mobile home permit. You will be requested to provide a site sketch of the property showing lot dimensions, home location and dimensions, any drives and/or paved areas around the home including decks, pool and/or patios, any other structures on the property and any required drains or swales around the home site and their discharge points. This sketch is used by both the building inspections office and the Department of Environment and Conservation Groundwater Division. Be as accurate as possible with your information to prevent errors.

2. Septic Permit: This application is to the State of Tennessee Department of Environment and Conservation Groundwater Division. The fee for a new septic application totals \$500. A Certificate of Verification on an existing system if the department does not have your existing system on file may vary from \$100 to \$200. Either are payable to Treasurer, State of Tennessee. Prior to a site visit by the Groundwater Division, the property lines as well as the four corners of the home will need to be staked. An inspector for the Groundwater Division will review the property and issue a diagram of where the septic tank and field lines will be located. If hooking on to an existing system, you will apply for a Certificate of Verification on the existing system. The average inspection time for either is 10-14 days after application. Once the diagram is complete or the Certificate of Verification has been approved and returned to the Building Inspectors Office, you may obtain a copy of the diagram or the Certificate of Verification and then obtain your Mobile Home Permit. Should you have any questions the number to the State of Tennessee Department of Environment and Conservation Groundwater Division is (423) 479-0597. There is someone in the office to take calls from 8am – 9:30am, Monday – Friday. Otherwise leave a message and they will return your call.

3. Mobile Home Permit: The fee for this permit is \$50 payable to Bradley County Inspections. The landowner must sign for this permit. If establishing a new residence, your address will be issued at this time. If replacing an existing structure, you will be issued the existing address after verification. You must have this permit in order to have your power turned on. The utility company will require it.

4. Land Disturbance Permit: The fee for this permit is \$50 payable to Bradley County Inspections. If any earth is to be disturbed on the site a Land Disturbance Permit is required in accordance with the County’s Stormwater Policy. The landowner or contractor is responsible for ensuring no dirt, silt, debris, etc. leaves the site and enters onto an adjoining property owner, onto streets or roads or into our waterways.

5. Electrical Permit: The fee for this permit is typically \$57 and is payable to Bradley County. You are required to have a final electrical and an HVAC permit. You can obtain the electrical permit as homeowner. If using a licensed electrician to perform the work, the licensed party should obtain the electrical permit. By obtaining the permit as homeowner you assume all liability for any work performed. The electrical inspectors for the State are: SE or NE area – Larry Guy Monday-Friday 7:30am – 8:30am @ 338-1628 SW or NW area- Dan Wilson Monday-Friday 8:00am – 9:15am @ 593-7235.

FEES FOR MOBILE HOME PERMITTING

New Septic	\$500.00	Existing Septic (COV)	\$200.00 (If not on file)
Mobile Home Permit	50.00	Mobile Home Permit	50.00
Land Disturbance Permit	50.00	Land Disturbance Permit	50.00 (If required)
Electrical Permit	<u>57.00</u>	Electrical Permit	<u>57.00</u>
TOTAL	\$657.00		\$357.00

Should you have further questions you may contact this office at (423) 728-7106

Updated 3/1/10

PERMITTING PROCESS FOR MOBILE HOME

All permits for the county may be purchased through the Bradley County Building Inspectors Office except those on Cleveland Utilities. If you are serviced by CU for power you will purchase the electrical permit from the city and inspections will be performed by the state. The number to the city inspections dept is (423) 479-1913. Their office is located at the corner of Parker and 2nd Street.

Pre-Permit Application: This process has been implemented to insure the proper information is obtained and reviewed prior to issuance of the permit. This application is used to determine property zoning, county road frontage, flood map and storm water information. You will be asked questions regarding the size of the home (ex. 16' x 70'), if it is considered double wide or single wide, age of the home, name of the home (ex. Fleetwood, Clayton, Kenwood), was it purchased from a dealer or individual, are you replacing an existing structure, etc. If you are not locating in a mobile home park, you will be requested to provide a site sketch of the property showing lot dimensions, approximate home location and home dimensions, any drives and/or paved areas around the home including decks, pool and/or patios, any other structures on the property and any required drains or swales around the home site and their discharge points. This sketch is used by both the building inspections office and the Department of Environment and Conservation. Although this sketch does not have to be to scale, be as accurate as possible to prevent errors.

Septic Permit: This application is to the State of Tennessee Department of Environment and Conservation (TDEC). The fee for a new septic application effective 7/1/09 is **\$500**. A Certificate of Verification on an existing system is **\$100—\$200 (to be determined by TDEC)**. (Amount subject to change at the discretion of TDEC.) Either is payable to Treasurer, State of Tennessee. Prior to inspection, the property lines as well as the four corners of the home will need to be staked. An inspector for the Department of Environment and Conservation will review the property and issue a diagram of where the septic tank and field lines will be located. If hooking on to an existing septic system, you will apply for a Certificate of Verification on your existing septic system. The average inspection time for either is normally between 7—14 days

after application. Per TCA 68-221-406 once the septic diagram is complete or the Certificate of Verification has been approved and returned to the Building Inspectors Office, or a letter from the utility company acknowledging sewer availability has been provided, you may then obtain your mobile home permit. Should you have any questions regarding septic systems the number to TDEC Groundwater Division is listed under **Other Numbers** in this brochure.

Mobile Home Permit: The fee for this permit is \$50 payable to Bradley County Inspections. If establishing a new residence, your address will be issued at this time. If replacing an existing residence, you will be issued the existing address upon verification. You must have this permit in order to have your power turned on. The utility company will require it.

Land Disturbance Permit: The fee for this permit is \$50 up to and including one acre; \$25 for each additional acre disturbed. This permit is required in accordance with the stormwater policy adopted by Bradley County if you are disturbing any amount of soil on the property. The land owner or contractor is responsible for ensuring no dirt, silt, debris, etc. exits the site and enters onto an adjoining property owner, onto streets or roads or into our waterways.

Electrical Permit: You may obtain as homeowner if performing the work yourself. If using a licensed electrician the licensed individual is required to obtain the permit. The fee for this permit normally averages \$57. This amount includes the required HVAC permit. Checks should be made payable to Bradley County. The electrical inspectors for the State are: SE or NE area- Larry Guy 338-1628 he may be reached Monday- Friday 7:30am – 8:30am SW or NW area- Dan Wilson 593-7235 he may be reached Monday – Friday 8:00am – 9:15am

Plumbing Permit: There is no plumbing permit required by the county for mobile homes at this time.

STATE REQUIREMENTS

****As of January 1, 2004, all mobile homes in the State of Tennessee are required to be installed by an installer licensed by the State of Tennessee. The licensed installer will be required to obtain an installation permit from the Bradley County Clerks Office. The fee for this permit is \$45. The County Clerk will issue a permit decal which must be placed on the electrical panel box cover of the mobile home. The State electrical inspector will verify this decal and will not authorize electrical service without it. The Tennessee Department of Commerce and Insurance will perform periodic inspections of homes installed by the license holder. These are random inspections. For further information you can contact the State at (615) 741-7190.

SETBACK REQUIREMENTS

It is the responsibility of the owner or contractor to verify compliance with required setbacks. These are determined from actual property line **NOT** curb of road. Lots located on curved roads or adjacent to a cul-de-sac should be surveyed. County residential setbacks are:

Front 25' Side 10' Rear 15' Corner Lot 25'

MOBILE HOME PERMITTING FEES

For new septic:

Septic Permit	\$500.00
Mobile Home Permit	50.00
Land Disturbance Permit	50.00
Electrical Permit	<u>57.00</u> (Typically)
	\$657.00

For existing septic:

Septic Verification	\$200.00 (If not on file)
Mobile Home Permit	50.00
Land Disturbance Permit	50.00 (If disturbing soil)
Electrical Permit	<u>57.00</u> (Typically)
	\$357.00

****The prices listed are average and are subject to change due to Septic and Land Disturbance requirements.

Department Information

Tina Bishop, Inspector trice@bradleyco.net
Don Wyatt, Inspector dwyatt@bradleyco.net
Theresa Vineyard, Secretary tcook@bradleyco.net
Office Phone (423) 728-7106
Office Fax (423) 478-8884

Office Hours:

Monday thru Thursday 8:30am—4:30pm
Friday 8:30am—5:00pm

Other Numbers:

Engineering 423.728.7107
Stormwater 423.728.7102
Planning 423.728.7108
Assessor of Property 423.728.7126
County Clerk 423.728.7226
TDEC (Septic) 423.479.0595
(8:00am— 9:00am)
Fire Inspector 423.728.7068

State of Tennessee Department of
Commerce & Insurance
Manufactured Housing Division 615.741.7190

Electrical Inspectors

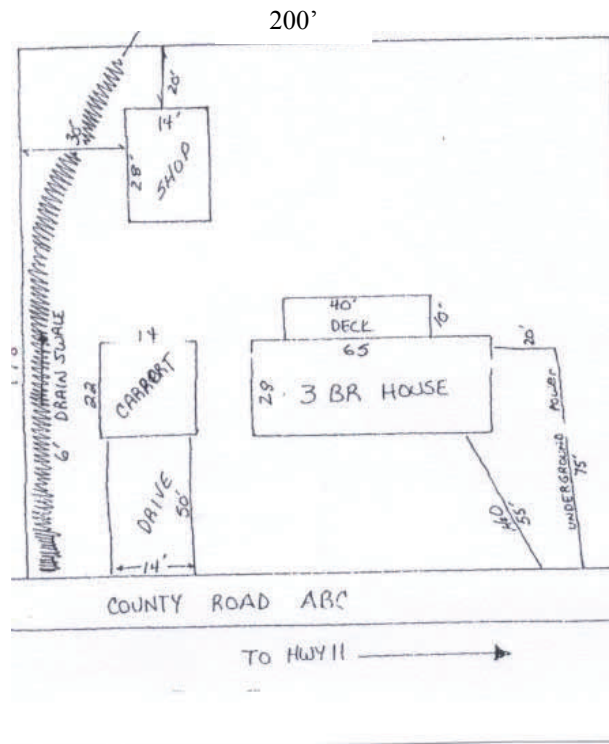
Dan Wilson (NW SW areas) 423.593-7235
(8:00am—9:15am)
Larry Guy (NE SE areas) 423.338.1628
(7:00am—8:30am)

**Site Sketch Example
Required by TDEC & Building Inspections**

The following items and their measurements shall be included on the plan:

- Lot Dimensions
- Approximate home location and dimensions
- Any drives and/or paved areas around the home including decks, pool and/or patios
- Any shop or other type of out building
- Projected location of any underground utility lines and/or proposed well location (if applicable)
- Any required drains or swales around home site and their discharge points

PLEASE MAKE DRAWING AS ACCURATE AS POSSIBLE. IT WILL BE USED TO DETERMINE THE AREA OF YOUR PROPERTY AVAILABLE FOR SEPTIC SYSTEM INSTALLATION AND DUPLICATION AND ALSO FOR ADDRESSING.



**Bradley County
Building Inspections**

**Permitting
Information for
Mobile Homes**



**155 Broad Street, NW
Cleveland, TN 37311**

Phone: 423.728.7106
Fax: 423.478.8884
Website: www.bradleyco.net



BRADLEY COUNTY MANUFACTURED HOME PRE-PERMIT APPLICATION

1. OWNER INFORMATION

Name of Property Owner		Phone _____	
		Cell _____	
Street Address	City	State	Zip
Name of Mobile Home Owner		Phone _____	
		Cell _____	

2. PROPERTY INFORMATION

Tax Map	Group	Parcel	Subdivision/Mobile Home Park	Lot No
Road or Street name accessing property:				
List any existing structures on property and address if applicable. Indicate structure type. (House, Single Wide, Double Wide, Barn, Shed, etc.)				
Structure Type		Address if applicable		
Structure Type		Address if applicable		
Structure Type		Address if applicable		
Is this structure replacing another?			If yes, existing structure type and address	

3. GENERAL INFORMATION

Home Type:	<input type="checkbox"/> Single Wide	<input type="checkbox"/> Double Wide	<input type="checkbox"/> Triple Wide
Name of Home:	Year	Length	Width
Value	Purchased from: If dealer, name of dealer: <input type="checkbox"/> Individual <input type="checkbox"/> Dealer		
Skirting/Foundation:	<input type="checkbox"/> Vinyl Skirting	<input type="checkbox"/> Block	<input type="checkbox"/> Brick <input type="checkbox"/> Other If other, indicate material to be used:

4. SET-BACK REQUIREMENTS

It is the responsibility of the owner or contractor to verify compliance with setback requirements. Setback requirements for the County are 25' from front property line, 10' from side property line, 15' from rear property line and 25' for corner lots. Homes placed in mobile home parks are subject to mobile home park regulations. It is **STRONGLY** recommended to have setbacks verified by survey. Setbacks are determined from actual property lines to the structure including porches, decks, attached structures or overhangs. If found to be in violation the home will have to be moved.

5. INSTALLATION REQUIREMENTS

Effective January 1, 2004, Tennessee State Law 68-126-412 requires the installation of manufactured homes to be performed by an installer licensed in the State of Tennessee.

6. LAND DISTURBANCE REQUIREMENTS

In accordance with State requirements governing Bradley County's MS4 Program any Land Disturbing activity, except those performed by homeowner, is required to have a Tennessee State Certified Level 1 Erosion Inspector identified for the site.

Will your site consist of land disturbing activities? YES NO (If NO please proceed to Step 7)

As homeowner will you be performing or subcontracting the land disturbing activity? YES NO

If no, please provide the name, phone number and certification number of the Tennessee State Certified Level 1 Erosion Inspector for this site:

Name: _____ Phone No. _____ Certification No. _____

If your site will require land disturbing activities, Initial that you have read and understand the following items must be accomplished prior to land disturbing activities on this site:

_____ Silt fence or other sediment barriers has been properly installed along topographical contours down slope of the area to be disturbed prior to any grading, clearing, excavation and/or any other construction activity in which earth will be disturbed. Soil, sand, rock or other debris will be kept off the roads and storm drains. If for any reason some escapes the construction site, the debris must **IMMEDIATELY BE PHYSICALLY REMOVED**. Excavated topsoil to be reused must be stockpiled and encircled with **PROPERLY** installed silt fencing.

_____ This site shall contain a temporary stone construction entrance that shall be used by all traffic to access the site. The stone shall be 3/4 to 3 1/2 inch in diameter and shall be kept clean by adding more stone if needed. The minimum depth will be six (6) inches, width of twenty (20) feet, length of not less than thirty five (35) feet. (Fifty (50) feet preferable.

If your site will require land disturbing activities, check that you have read and understand the following:

_____ Vegetative buffers or other protection must be provided along streams, rivers and ponds to avoid erosion of banks.

_____ Stabilization measures must be performed within seven (7) days in portions of the site where construction activities have temporarily or permanently ceased, and within fifteen (15) days after final grading.

_____ Designated areas such as non-disturbance forested buffers must be marked off and protected. Heavy equipment should not be operated or stored, nor materials handled or stored, within these areas.

_____ Sediment that has escaped the construction site and has collected in the street or drainage structures must immediately be physically removed. Sediment must be removed from sediment barriers, ponds and other sediment controls when design capacity has been reduced by 33%.

_____ Building and waste materials and non storm water discharges such as concrete, paint wash water, or machinery leakage or spillage must be managed to prevent them from entering the storm water system, ground water or nearby water body.

_____ BMP's (Best Management Practices) must be inspected by a qualified person who has passed an approved erosion and sedimentation course.

_____ Erosion prevention and sediment controls must be inspected before a rain event, weekly and 24 hours after .25" rain event.

_____ The permittee shall maintain record of such checks and repairs. These records must be kept on site or in the office of the responsible person and available for review at any time by Stormwater personnel or Building Inspections.

If your construction site will consist of the disturbance of the equivalent of one acre or more, you will be required to obtain a state permit in addition to the Bradley County Land Disturbance permit.

7. DISCLAIMERS

THE GRANTING OF A PERMIT BASED UPON THE APPROVAL OF INFORMATION OBTAINED IN THE PRE-PERMIT APPLICATION DOES NOT AFFECT ANY RIGHTS THIRD PARTIES MAY HAVE PURSUANT TO DEED RESTRICTIONS, COVENANTS RUNNING WITH THE LAND, OR OTHER PRIVATE ARRANGEMENTS.

THE UNDERSIGNED DOES HEREBY DECLARE THAT THE STATEMENTS CONTAINED IN THIS DOCUMENT, AND THOSE SUBMITTED WITH THIS DOCUMENT ARE TRUE AND CORRECT TO THE BEST OF HIS OR HER KNOWLEDGE, INFORMATION, AND BELIEF. THE UNDERSIGNED ALSO DECLARES THAT HE OR SHE HAS READ AND UNDERSTANDS THE ABOVE DISCLAIMERS AND/OR STATEMENTS.

Printed Name

Date

Signed Name



TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION
APPLICATION FOR GROUND WATER PROTECTION SERVICES

Table with 4 columns: SERVICE REQUESTED, APPLICANT COMPLETE QUESTIONS, FEES DUE, and PTBMIS CODES V689. Lists various services like Septic System Construction Permit, Water Sample, and Alternative System Permit with associated fees and codes.

*Applicant may review these service requests with Environmental Specialist prior to processing application.

2. LANDOWNER: APPLICANT ORIGINAL OWNER
Names: _____ Address: _____ Day Phone: _____

3. LOCATION OF LOT OR SITE: a) In a subdivision? _____ b) Name: _____ Lot # _____
b) Non-Subdivision _____ Give specific directions and address to the lot or site: _____

4. FOR SSDS PERMIT ONLY: a) Size of lot _____ b) Number of Bedrooms _____
c) How many occupants? _____ d) Excavated Basement? Yes _____ No _____
e) Basement Plumbing Fixtures? Yes _____ No _____
f) Amount of water used monthly (gallons) _____
g) Water Supply: Public _____ Well _____ Spring _____
h) Is the lot staked? _____ If not, date it will be staked: _____
Is the house staked? _____ If not, date it will be staked: _____
i) Installer, if known: _____

5. FOR INSPECTION LETTER ONLY: Will pick up _____ Please mail _____
a) Age of house _____ b) Is house vacant? _____ How long? _____
c) Original sewage system inspected _____
d) Date of previous repairs _____ Inspected _____
e) Is waste water "backing up" into plumbing fixtures? _____ Surfacing on the ground? _____
f) All waste water including washing machines routed into septic tank _____

6. FOR WATER SAMPLE ONLY: a) Source of Supply: Spring _____ Well _____
b) Is there an outside faucet? _____ c) Is the source chlorinated? _____
d) For Wells: Is the casing 6" above the ground? _____ Is a sanitary seal on the casing? _____

7. MAKE A ROUGH SKETCH ON BACK OF THIS WHITE PAGE SHOWING DIRECTIONS TO PROPERTY, PROPERTY LINES, HOUSE SITE, WELL LOCATION, SPRING LOCATION, PLANNED DRIVEWAY AND UTILITIES.

8. ALL FEES DUE IN ADVANCE AND ARE NON-REFUNDABLE (except upon appeal). See Fee Schedule on reverse. Make check payable to: TREASURER, STATE OF TENNESSEE

9. I certify that the above information is true and correct to the best of my knowledge, and that I have been authorized by the above named landowner to submit this Application for Environmental Services to the Division of Ground Water Protection.

DATE: _____ SIGNATURE: _____ AMOUNT PAID: \$ _____ RECEIPT NUMBER _____

White: File Canary: Owner