



## BUILDING AND CODES DEPARTMENT

350 PAGEANT LANE, SUITE 309  
CLARKSVILLE, TN 37040

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# SINGLE FAMILY RESIDENTIAL PERMIT

## Steps to Pull Permit

### 1. What to bring

- Clarksville-Montgomery County Regional Planning Commission must have a copy of final plat if in a subdivision or minor plat must have been recorded at Register of Deeds if it has been parceled off after November 1, 1995
- Site plans-including lot lines, setbacks, outline of house, etc...
- Building and Codes "paid" copy of Adequate Facilities Tax
- Gold copy of road damage bond from Montgomery County Highway Department, if it is a state road a letter from TDOT
- Copy of septic permit from Environmental and Groundwater Protection Department
- Square footage (finished, unfinished, and attached garage) and an estimated cost of construction.
- If it is on a corner lot-know which street the mailbox will be on
- If permit will be in homeowner's name, you must fill out a T.C.A. form stating that you will be restricted from constructing another residence for personal use for a period of (2) two years
- Current copy of Tennessee State Contractors License or County Business License
- Current copy of Workers Comp & General Liability Certificate of Insurance

## Fees

### 2. Adequate Facilities Tax

- Paid at Montgomery County Building and Codes, this also applies if you are pulling a permit at Clarksville City Building and Codes
- Currently the fee is \$376.00-\$752.00 (call for more details) and will go up 6% every year until 2016
- This is paid ***before*** a single family permit is issued

### 3. Single Family Permit Fees

- Residential Fee-\$.30 per square foot
- Separate permits for plumbing, electrical, and mechanical are required

### 4. Utilities Tap Fees-Gas, Water, and Sewer (Call utility department for amount)

- Clarksville Gas and Water: 931-645-7400
- Cumberland Heights: 931-2365
- Cunningham: 931-387-3387 or 931-387-2882
- East Montgomery: 931-368-1921
- Woodlawn: 931-552-2921

### 5. Electrical Permits

- All Tech Insulation-251 Warfield Blvd. Suite B-931-552-0200
- Borders States Electric-1891 Wilma Rudolph Blvd.-931-552-6580
- C&M Supply Company-607 N. 1<sup>st</sup> Street-931-647-6594