

## **CHECKLIST FOR OBTAINING A CERTIFICATE OF OCCUPANCY TOWN OF FARRAGUT, TENNESSEE**

The following checklist is intended to provide general guidance to contractors, developers, and others interested in obtaining a Certificate of Occupancy for any development which has been subject to site plan review by the Farragut Municipal Planning Commission. Since each site will likely vary in terms of the specific requirements needed prior to the issuance of a Certificate of Occupancy, this checklist should only be used as a *general reference*. The best approach, in all cases, is to satisfactorily complete the items shown on the **stamped approved** site, landscape, and building plans prior to the request for a Certificate of Occupancy.

**BUILDING AND FIRE CODES:**      (*contact Steve Coker, John Householder, or Elliott Sievers - building codes, and Dan Johnson - fire codes. The number is 675-2384*)

- \_\_\_\_\_ 1.      The building(s) meets all applicable building and fire codes.
- \_\_\_\_\_ 2.      All fire hydrants and control valves are set a minimum of 18 inches to the hose outlet and 36 inches to the top of the control valves.
- \_\_\_\_\_ 3.      Emergency vehicle access markings have been satisfactorily provided.

**ENGINEERING:**      (*contact Darryl Smith, Jason Scott, Greg Norman, or Scott Brewer at 966-7057*)

- \_\_\_\_\_ 1.      An as built site plan set has been submitted as a PDF. All elements of the approved stormwater control design (e.g. the low flow channel, emergency spillway, restrictor plate, etc.) have been constructed per the approved plans.
- \_\_\_\_\_ 2.      All newly created stormwater detention basin slopes and the elevation of the emergency spillway have been verified and the verification has been submitted to town staff.
- \_\_\_\_\_ 3.      Verification of the storage capacity and location of all stormwater detention basins, above and below ground, has been submitted to town staff.
- \_\_\_\_\_ 4.      All outlet pipes have been rip-rapped and stabilized and flanges have been installed.
- \_\_\_\_\_ 5.      Water is properly released from the parking lot so that no ponding results.
- \_\_\_\_\_ 6.      All exposed areas have been stabilized by seeding and strawing and/or sodding. Special measures, such as matting and, where applicable, geo-technical certifications have been provided for any slopes steeper than 3:1 (run/rise).
- \_\_\_\_\_ 7.      The parking lot and vehicular and pedestrian accessways are free of debris.
- \_\_\_\_\_ 8.      All accesses and turning radii have been verified and approved.
- \_\_\_\_\_ 9.      All curbs, light pole bases, etc. have been backfilled and stabilized.

- \_\_\_\_\_ 10. All required sidewalks, bikepaths, and other pedestrian facilities have been properly constructed or a completion bond has been provided.
- \_\_\_\_\_ 11. Silt fencing, where no longer necessary, has been removed.
- \_\_\_\_\_ 12. Temporary construction entrances have either become part of the permanent access or the affected area has been restored to the pre-construction ground cover.
- \_\_\_\_\_ 13. Retaining walls greater than four (4) feet high have been approved.

*PLANNING:* (contact Ruth Hawk or Mark Shipley at 966-7057)

- \_\_\_\_\_ 1. An as-built survey by a registered surveyor has been provided that verifies compliance with all setback requirements, lot coverages, and that the required amount of landscaping between the building and parking lot has been provided.
- \_\_\_\_\_ 2. The parking lot is complete. The dimensions of all accessways, parking spaces (car and bicycle), loading spaces, and islands are as shown on the approved site plan.
- \_\_\_\_\_ 3. The total number of parking spaces (car and bicycle) have been verified and approved.
- \_\_\_\_\_ 4. Handicapped parking signs have been posted.
- \_\_\_\_\_ 5. External lighting has been completed and approved.
- \_\_\_\_\_ 6. Garbage dumpsters, HVAC's, and antennas have been properly screened.
- \_\_\_\_\_ 7. Landscaping (trees, shrubs, mulching, etc.) has either been completed or an irrevocable letter of credit in a format approved by the Town of Farragut has been posted to ensure satisfactory completion (bonds will not be accepted).
- \_\_\_\_\_ 8. Existing trees/shrubs to be saved have not been disturbed and tree protective fencing has been removed where no longer needed.
- \_\_\_\_\_ 9. If landscaping has been completed and approved, an irrevocable letter of credit (LOC) in a format approved by the Town of Farragut has been provided (bonds will not be accepted). This LOC must cover a two (2) year time frame.
- \_\_\_\_\_ 10. Traffic control signage (e.g. Do Not Enter, One Way, etc.) has been posted.
- \_\_\_\_\_ 11. Permanent addresses have been posted.
- \_\_\_\_\_ 12. Construction trailers, construction signage, and other construction-related equipment have been removed.

## **CHECKLIST FOR OBTAINING A GRADING PERMIT TOWN OF FARRAGUT, TENNESSEE**

The following checklist is intended to provide general guidance to contractors, developers, and others interested in obtaining a grading permit. Additional items may be required depending on the characteristics of the site.

*ENGINEERING:* (contact Darryl Smith, Greg Norman, Jason Scott, or Scott Brewer at 966-7057)

- \_\_\_\_\_ 1. The drainage permit fee has been paid.
- \_\_\_\_\_ 2. An irrevocable letter of credit in a format approved by the Town of Farragut has been posted to ensure satisfactory completion of erosion control and site stabilization (bonds will not be accepted).
- \_\_\_\_\_ 3. Where applicable, an irrevocable letter of credit in a format approved by the Town of Farragut has been posted to ensure that any damage to an existing public road resulting from the proposed construction has been satisfactorily corrected.
- \_\_\_\_\_ 4. Silt fencing and, where applicable, straw bales, and/or check dams, have been installed and have been inspected and approved by town staff.
- \_\_\_\_\_ 5. The construction entrance is complete.
- \_\_\_\_\_ 6. Construction entrance signage, where applicable, has been posted.
- \_\_\_\_\_ 7. Property boundaries are clearly identified.
- \_\_\_\_\_ 8. Measures have been taken to coordinate permanent traffic control signs and street name signs with the town staff.
- \_\_\_\_\_ 9. All needed TDEC, COE, etc., permits have been provided.

*PLANNING:* (contact Ruth Hawk or Mark Shipley at 966-7057)

- \_\_\_\_\_ 1. The preliminary plat, where applicable, has been approved.
- \_\_\_\_\_ 2. The site plan, where applicable, has been approved.
- \_\_\_\_\_ 3. The landscape plan, where applicable, has been approved.
- \_\_\_\_\_ 4. Tree protective fencing has been installed and has been inspected and approved by town staff.
- \_\_\_\_\_ 5. The floodway, wetlands, etc., where applicable, have been staked.
- \_\_\_\_\_ 6. A pre-construction meeting between the contractor and town staff has been conducted on the site and the contractor has a set of stamped approved plans.

## **CHECKLIST FOR OBTAINING A LAND DISTURBANCE PERMIT TOWN OF FARRAGUT, TENNESSEE**

The following checklist is intended to provide general guidance to contractors, developers, and others interested in obtaining a land disturbance permit. Additional items may be required depending on the characteristics of the site.

*ENGINEERING:*        (contact Darryl Smith, Greg Norman, Jason Scott, or Scott Brewer at 966-7057)

- \_\_\_\_\_ 1.        An irrevocable letter of credit in a format approved by the Town of Farragut has been posted to ensure satisfactory completion of erosion control and site stabilization (bonds will not be accepted).
  
- \_\_\_\_\_ 2.        Silt fencing, if applicable, has been installed and has been inspected and approved by the town staff.
  
- \_\_\_\_\_ 3.        Any other applicable stormwater or erosion control measures have been satisfactorily completed.

*PLANNING:*        (contact Ruth Hawk or Mark Shipley at 966-7057)

- \_\_\_\_\_ 1.        The tree preservation/removal plan has been approved.
  
- \_\_\_\_\_ 2.        Tree protective fencing has been installed and has been inspected and approved by the town staff.
  
- \_\_\_\_\_ 3.        Any other applicable tree protection measures have been satisfactorily completed.
  
- \_\_\_\_\_ 4.        An irrevocable letter of credit in a format approved by the Town of Farragut has been posted to ensure that any replacement trees, where required, will be satisfactorily planted (bonds will not be accepted).