



Permit Type: Residential Alteration, Renovation and/or Repair:

Permit Required for Residential Alterations, Renovations and/or Repairs:

When renovating, altering and/or repairing an existing structure/residence without changing or altering the existing footprint of the structure. This includes projects such as finishing out existing unfinished spaces such as basements, bonus rooms and/or attic areas. Partial or complete “gut” jobs to renovate kitchens, bathrooms, and other interior spaces, etc. The removal of, addition of, or alteration of interior walls and/or openings to create “open” style floor plans or alter the existing interior wall configuration of the structure.

Online Permit Submittal Requirements:

1. An online account with My Government Online (MGO) will be required to apply for any permit, you must first create an account. See [How to Create a New User Account for MGO](#) for more information.
2. Completed Online Building Permit Application – Must be complete, accurate and digitally signed / acknowledged. All required fields online are marked by an *(asterisk).
Please Note: It is very critical that the correct information is entered in the online system, especially phone numbers and e-mail addresses. This is how you will be contacted and notified from within the online system.

Online Plan Review Submittal Requirements:

Before uploading documents to MGO see the following document for instructions and guidance: [MGO Uploading and Naming Documents Guidelines](#)

If documents are not uploaded per the specific guidelines your application will be returned and you will be required to “re-upload” the documents. The online system has dedicated places for each required document pending the type of permit application you are applying for. Upload all documents in their respective places accordingly.

Required Documents for Application and Plan Review:

1. Copy of [Contractors License](#)
2. Copy of [General Liability Insurance](#) and [Workers Compensation Certificate](#) with the Town of Farragut listed as the certificate holder.
3. [Homeowner's Affidavit](#) – when a Homeowner applies for the Building Permit #1 and #2 above are not required. The Homeowner will be required to complete the [Homeowners Affidavit Agreement](#). Download the document via the link provided, print the Affidavit and have it notarized. Scan the signed and Notarized Affidavit as a pdf file and upload it to the document center in your project online for review and approval.
4. [Site Plan](#) – not required for this permit type (No changes to existing footprint)
5. [Building Plans](#) - show and label the direction of, the nominal size of, and the on-center spacing of all structural members (Floor Joists, Ceiling Joists, Rafters, Beams, Headers, Posts, etc.) on the plans. Provide Details and Wall Sections showing how it will be structurally framed. All pre-engineered wood products are required to be verified and, on a layout, provided by the supplier, manufacturer, or a licensed structural engineer. All steel beams are to be designed by a licensed structural engineer. All designs and layouts provided by a licensed structural engineer shall be sealed. Building plans can be hand drawn and scanned as a pdf file, and the drawing



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must be legible. More information and details on the plans will help reduce any questions and speed up the review process.

Additional Permits that may be required for Residential Alterations, Renovations and/or Repairs:

Plumbing, Gas, Mechanical and/or Fireplace as required.

See [Plumbing/Gas/Mechanical and/or Fireplace Permitting Process and Requirements Handout](#) for more details.

Inspections Required for Residential Alterations, Renovations and/or Repairs:

1. Footing
2. Plumbing Slab (as applicable)
3. Energy Slab (As Applicable)
4. Crawl/Basement – Main Floor Framing prior to sheathing (as applicable)
5. Plumbing/Gas/Mechanical/Fireplace Rough ins (as applicable)
6. Exterior Wall Covering and Flashing (as applicable)
7. Framing
8. Energy Wall / Insulation (as applicable)
9. Final Gas/Mech/Fireplace (as applicable)
10. Final Plumbing (note: If a Plumbing final is required it is typically conducted at the same time the Final Inspection is conducted). (as applicable)
11. Final Inspection

Not all the above inspections are required for all projects under this permit type. The Town of Farragut will determine what inspections are required at the time of plan review and will adjust the inspection requirements in MGO accordingly (additional inspections not listed may be required depending on the project).

Please see our [Residential Inspections Handout](#) for more information on required inspections.

Electrical work shall be permitted and inspected as required by the State Electrical Inspectors Office. For electrical and low voltage inspections, please contact the State Electrical Inspector at (865)-986-6591. State electrical inspections must be completed prior to the Town of Farragut rough-in and final inspections.

IMPORTANT NOTICE: This document subject to errors and omissions. All requirements and the general processes as outlined herein are subject to change and are not or may not be all-inclusive. Every project is unique and could require additional information, inspections, documentation, etc. as determined by the Codes Official(s). The Town of Farragut Codes Official's reserve the right to require engineering by a Registered State of TN Licensed Professional (Engineer) as deemed necessary to ensure all proposed improvements are code compliant at the time of construction.