



Permit Type: Residential Addition:

Permit Required for Additions:

When constructing a new addition with a roof over it attached to an existing structure/residence. This includes projects such as; Front Porches, Covered Patios/Decks, Screen Porches/Decks, Sunrooms, Master Bedroom/Bathroom Additions, Room Extensions or Bump-outs, Attached Garages or Carports, etc.

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](#) - Show location/placement of addition on the property to scale. Dimensions from nearest edge of the addition to all respective property lines (Front, Sides and Rear, etc.) and provide lot coverage information. See the [“TOF Sample Site Plan”](#) for more information and a checklist of required items on a site plan.
NOTE: A plot plan can be printed from [KGIS.org](#) and used as a site plan in some situations. Other situations may require a site plan, or an as-built survey conducted by a registered and licensed surveyor in the state of TN.
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. Include footing information such as, width and depth of footings and reinforcement information. Provide details on how the addition will be attached to the existing structure. Provide Details and Wall Sections showing



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

Additional Permits Required for Residential Additions:

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

See [Plumbing/Gas/Mechanical/Fireplace Permit Information Handout](#) for more details.

Inspections Required for Additions:

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

Not all the above inspections are required for all additions. 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 Informational 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.