

HOW TO OBTAIN A BUILDING PERMIT IN FAYETTE COUNTY (UNINCORPORATED)

1 - You must have an approved septic permit before obtaining a building permit.

A septic permit may be obtained by filling out an application online through the state of TN website (see attached for contact information).

2 - You must have an approved building permit application before obtaining a building permit.

To speed up the application process, please have your property visibly marked at the road with an address or name and have the proposed location of the dwelling marked with either flags or visible stakes.

3 - If constructing a home, you must have an approved plans review before obtaining a building permit. Please ensure your plans show the heated and unheated square footage as well as all plumbing fixtures.

**IMPORTANT: NO CONSTRUCTION CAN BE STARTED
UNTIL A BUILDING PERMIT HAS BEEN ISSUED**

As the building permit is issued, you will pay two **fees**.

1 – Adequate Facilities Tax – This tax is \$0.99 per heated square foot on residential buildings and \$0.25 per total square foot under roof on commercial buildings. Your check or money order should be made payable to the Fayette County Trustee.

2 – Building Permit - Building permit fees for houses are calculated as follows: \$0.20 per heated square foot, \$0.10 per unheated square foot and \$10.00 per plumbing fixture, with a minimum building permit fee of \$50.00 and a minimum plumbing permit fee of \$20.00. We do not retain house plans. Building permit fees for mobile homes are as follows: \$100.00 for a single wide, \$200.00 for a double wide and \$300.00 for a triple wide. The following information is required for a mobile home permit: size, year, cost, and number of bedrooms/bathrooms. Commercial permit fees are based on \$5.00 per \$1000.00 of the contract price. A copy of the signed contract is required, and the permit must be pulled by a commercial contractor. Your check or money order should be made payable to the Fayette County Planning Office.

Our permits cover everything **except your electrical work**. You must pull all electrical permits through the state and have the state electrical inspector perform all electric inspections. You may contact Lan Mark Plumbing & Electrical Supply at 901-465-5078 for assistance in pulling your electrical permit.

Letters -

We require an engineer letter on monolithic slabs and block foundations 5 blocks or more.

An engineer letter may be required on other building components at the request of the Building Official.

You must have your building pretreated for termites and submit the termite pretreat letter to our office.

Both the engineer letter and the termite pretreat letter must be in your file in the office before we can perform a framing inspection. It is up to you or your builder to make sure we have the correct paperwork on file.

Septic Applications/Info

We are processing all applications for septic services through our online system:

<https://tdec.tn.gov/septic-service-request/>

For New Septic system/ "Perk Test" select: Permit-Dwelling, Conventional, New Fee: 500.00

For Repairs on existing system select: Permit-Repair Fee: 100.00

We are more than welcome to assist any customers with this system. Please have them call 731-441-5593.

In the event that a customer would rather fill out a paper application please have them mail the application with payment to: Jackson Field Office 1625 Hollywood Drive Jackson, TN. 38305. However, please be advised that after we receive any paper applications we are then required to go online and submit their application through the system that is listed above.

All applications now must be processed through our online system. Therefore, we do encourage everyone to use the online system. We are more than willing to help with this service.

*If a customer is searching for files/records of location of existing septic tank and/or field lines they are currently being uploaded online for the public to view at : <https://tdec.tn.gov/filenetsearch>

The counties in yellow are fully uploaded online.

If you are not able to locate the file you are looking for :

Tamsie Earls is our ASA2 that handles this: 731-441-5593 email: Tamsie.Earls@tn.gov

****REGARDING ANY SEPTIC PERMITS/PERC TEST FOR ANY COUNTIES LISTED BELOW: PLEASE HAVE CUSTOMERS CONTACT ADMIN STAFF FOR ASSISTANCE 1st, 731-441-5593. THE ENVIRONMENTALISTS STAY BUSY & ADMIN STAFF CAN HELP WITH THE MAJORITY OF CUSTOMER CALLS****

County Contact List:

Benton & Carroll	Ben Lott	731-343-2279	Benjamin.Lott@tn.gov
Chester & McNairy	Dian White	731-693-0242	Dian.White@tn.gov
Crockett & Gibson	Bret Ferguson	731-202-6803	Bret.Ferguson@tn.gov
Decatur & Henderson	Justin Hopper	731-414-7500	Justin.Hopper@tn.gov
Dyer, Lake, Lauderdale, Obion	Bill Neal	731-225-0266	Billy.Neal@tn.gov
Fayette	Kayla Pattat & Doug Snider	901-422-3351 901-713-3319	Kayla.Pattat@tn.gov Douglas.Snider@tn.gov
Hardeman	Chris Lankford	731-202-6308	Christopher.Lankford@tn.gov
Hardin	Brad Smith	731-234-1408	Bradley.E.Smith@tn.gov
Haywood & Tipton	Leo Smith & Chris Lankford	901-475-2601 731-202-6308	W.Leo.Smith@tn.gov Christopher.Lankford@tn.gov
Henry, Weakley	Luke Robertson	731-343-8222	Luke.Robertson@tn.gov

APPLICATION FOR WATER RESOURCES SERVICES

- **Start Your ONLINE Application Process**

- Go to <https://tdec.tn.gov/septic>

- Payment by Credit or Debit Card Required to Complete Online Application Submission
- Payment by Check or Money Order can be sent with the printed application to Jackson Environmental Office at 1625 Hollywood Drive, Jackson, TN 38305

OR

- **Mail-In Process for Applications**

- Mail application and payment to the Jackson Environmental Field Office, in the provided envelope
 - Please provide a good daytime phone number on the application
 - Refer to the schedule of fees for the appropriate payment

SCHEDULE OF FEES

<u>SERVICE REQUESTED</u>	<u>FEES DUE</u>
Septic System Permit (includes inspection fee)	\$500.00
Septic System Construction Inspection Fee- Repair	\$100.00
Inspection Letter	\$200.00
Water Sample (mailed)	\$115.00
Certificate of Verification	\$100.00
Subdivision Evaluation/ Plat Approval	
Two lots or less	\$150.00 per lot
Three to ten lots	\$100.00 per lot
More than ten lots	\$1,000.00 for the first 10 lots, plus \$65.00 per additional lot after that

- Fees are payable before services are provided
- Make payable to: Treasurer, State of Tennessee
- If you need assistance with completing your application, please contact:

Tennessee Dept. of Environment and Conservation
1625 Hollywood Drive, Jackson, TN 38305
Phone: (731)-512-1300



Department of
**Environment &
Conservation**