



REQUEST FOR COMMERCIAL BUILDING PERMIT FOR TENTS, CONSTRUCTION TRAILERS, & TEMPORARY STRUCTURES

This form must be completed by the applicant prior to the issuance of a building permit for the construction, placement, or modification of a temporary structure. Separate permits are required for electric, plumbing, gas and HVAC work. A licensed City of Murfreesboro electrician is required to do all electric work. When the application has been approved and payment has been received a building permit will be issued.

Required with this application is a **Site Sketch** showing:

- | | |
|---|--|
| ☐ Location of the temporary/accessory structure on the lot. | ☐ Property lines. |
| ☐ Description of how the structure will be used. | ☐ Floor plan (if applicable) with dimensions and square footage |
| ☐ Dimensions to all property lines and other structures on the property. | ☐ Location and width of all easements. |

Construction is not permitted in any easement or setback. You may obtain a layout of your property by using Murfreesboro GIS <https://maps.murfreesborotn.gov/PublicGIS/>

Street #: _____ Street Name: _____

Owner: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____ Email: _____

Cost of Construction: \$ _____

General Contractor: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Office Phone: _____ Mobile Phone: _____ Contact: _____

Type of Structure: Construction Trailer: ☐ Tent: ☐
Other: _____

Is the property located in a Flood Zone? ☐ Yes ☐ No

How long will Temporary Structure be present/dates? _____

Describe specifically how the tent/trailer will be used: _____

How many tents/trailers will be placed on property? _____

Size of temporary structure (*Square Feet*): _____

Utilities you plan to install: Electricity: ☐ Gas: ☐ Plumbing: ☐ HVAC: ☐

Connection Method: Existing meter on primary structure: ☐ New meter: ☐ Other: _____

I hereby certify that I have read this application and know the same to be true and correct. I understand that I must call for the required foundation, framing, insulation, house wrap and final inspections and obtain a Certificate of Occupancy prior to occupying the structure. I understand that construction will be inspected for compliance with the adopted International Residential Code, as amended, and other State and City laws and ordinances governing this work and agree to abide by the same whether specified herein or not. I further understand that the granting of a permit does not presume to give authority to violate or cancel the provisions of any State or City ordinance regulating construction or the performance of construction. Issuance of a permit does not imply or represent that proposed construction complies with subdivision or deed restrictions, restrictive covenants, or other conditions which may be applicable to a particular parcel of property.

Please submit this completed application and other required documents to planning@murfreesborotn.gov or submit directly to the Planning Department on the 2nd floor of Murfreesboro City Hall

Signature of Applicant: _____ Email: _____

Printed Name: _____ Date: _____

Plan Review Checklist

All plans must be designed in accordance with the following adopted city codes:

2018 International Building Code	2018 International Energy Conservation Code
2018 International Fire Code	2017 National Electrical Code
2018 International Mechanical Code	2009 ANSI A117.1 Accessibility and Usability Code
2018 International Plumbing Code	2018 International Existing Building Code
2018 International Fuel Gas Code	
2018 International Pool and Spa Code	
Local Amendments (<i>Down load from web-site. See Ordinances, Forms & Manuals - under Building and Codes Department</i>)	

All plans for new construction, tenant build-outs and renovations must contain the following code information and the manner in which compliance has been achieved:

Plans must be drawn to scale (Minimum 1/8"/ft.)	
All applicable codes	Life safety plan
Allowable height and area	Number of stories
Construction type	Building area (s.f.)
Occupancy group	Sprinklered or nonsprinklered
Fire alarm	Rated walls, floors, ceilings, roofs, doors, etc.
Rating of structural members and walls	
Distances of less than 30 ft. to other buildings, streets, alleys, or public ways	

1. All plans for additions, tenant built-outs, and renovations must show the project location keyplan in relation to the entire existing floor or structure of the building in which or upon which it will be constructed.
2. Two (2) sets of architectural, structural, mechanical, plumbing, and electrical drawings.
3. When stamped drawings are required, every sheet of each set of plans must be stamped, signed, and dated by a registered architect or engineer per state law.
4. Metal building Shop drawings must be approved and stamped by a Tennessee Registered Engineer or Architect (2 sets required).
5. Projects requiring floor proof construction located in FEMA Flood Zones must be accompanied by a flood-proof design certificate prepared by a registered engineer or architect.

The following occupancies must be reviewed along with the State Fire Marshal's Office:

- All state owned and leased buildings
- All educational occupancies (K-12) Public or Private
- All day care centers (including adult day-care) licensed by the Department of Human Services, and facilities requiring a State Fire Marshal inspection for initial licensure.

Note: After State Fire Marshal approval of plans, submit the approved copy along with one additional copy for review by the City of Murfreesboro



Multi-Family, Commercial, Industrial Builder Affidavit of Compliance

City of Murfreesboro
Building and Codes Department
P.O. Box 1139, 111 W. Vine Street
Murfreesboro, TN 37133-1139
Telephone: 615-893-3750 Fax: 615-217-3016
Website: www.murfreesborotn.gov

2018 International Energy Conservation Code - Murfreesboro City Code Chapter 7

2018 International Energy Conservation Code, Section 105.1 on inspections for energy compliance has been amended to allow the building official to accept a certification by the builder as to compliance, in lieu thereof.

Building Street Address: _____

Company Name of Builder: _____

Name of Builder: _____

I, the undersigned, hereby swear or affirm that I am applying for a building permit from the Building and Codes Department of the City of Murfreesboro and am in compliance with the requirements of the 2018 International Energy Conservation Code.

- { } A. This building shall meet the requirements of AHRAE/IESNA Standard 90.1 energy standard for buildings except for low rise residential buildings.
- { } B. This building shall meet the requirements of Chapter 4 Commercial Energy Efficiency of the 2018 International Energy Conservation Code (Prescriptive Design).
- { } C. I have completed the calculations verifying compliance with Section 506 Total Building Performance of the 2018 International Energy Conservation Code.

Signed this _____ day of _____, 20_____.

Signature of Builder

State of Tennessee}
City of Murfreesboro}

Personally appeared before me, the undersigned authority, a Notary Public in and for said County and State, the within named _____, with whom I am personally acquainted or who proved to me on the basis of satisfactory evidence, and who acknowledged that he/she signed the foregoing instrument for the purposes therein obtained.

Notary Public

My Commission Expires:



**CITY OF MURFREESBORO
GENERAL CONTRACTOR INFORMATION
REQUIRED FOR COMMERCIAL BUILDING PERMITS**

1. CONTRACTOR'S COMPLETE NAME, ADDRESS, TELEPHONE NUMBER, EMAIL; AND A CONTACT PERSON FOR THE PROJECT.
2. A COPY OF CURRENT STATE OF TENNESSEE CONTRACTOR'S LICENSE.
3. CERTIFICATE OF INSURANCE FOR WORKERS' COMPENSATION COVERAGE WITH THE CITY OF MURFREESBORO, BUILDING AND CODES DEPARTMENT AS THE CERTIFICATE HOLDER.
4. COST OF CONSTRUCTION.
5. RUTHERFORD COUNTY DEVELOPMENT TAX RECEIPT FOR PROJECTS WITH LIVING SPACE: CONTACT RUTHERFORD COUNTY CODES (615 898-7734) AND EITHER PAY THE DEVELOPMENT TAX OR RECEIVE AN EXEMPTION PRIOR TO THE BUILDING PERMIT BEING ISSUED. THE CITY REQUIRES THE ORIGINAL RECEIPT FOR ANY DEVELOPMENT WITH LIVING SPACE
6. PERMITS FOR BUILDOUT CONSTRUCTION REQUIRE AN AGREEMENT NOT TO OCCUPY (ELECTRIC SERVICE ENTRANCE) AND REMODELS AND RENOVATIONS REQUIRE A FINAL INSPECTION DEPOSIT AGREEMENT; AT THE TIME OF PERMITTING. A DEPOSIT IS REQUIRED, AN AGREEMENT NOT TO OCCUPY AND A FINAL INSPECTION DEPOSIT AGREEMENT MUST BE SIGNED BY THE CONTRACTOR, BUSINESS/PROPERTY OWNER AND THE DEPOSITOR. SIGNATURES MUST BE WITNESSED (ORIGINAL SIGNATURES ARE REQUIRED).
7. CHECKS ARE MADE PAYABLE TO THE CITY OF MURFREESBORO, BUILDING & CODES DEPT., DO **NOT** MAIL CHECKS FOR BUILDING PERMITS TO THIS OFFICE. WHEN THE CONTRACTOR COMES INTO THE OFFICE TO SIGN AND PICK UP THE BUILDING PERMIT THE FEE(S) WILL BE COLLECTED.
8. THE CITY OF MURFREESBORO'S WEB SITE www.murfreesborotn.gov, CITY DEPARTMENTS, BUILDING AND CODES SECTION HAS HELPFUL INFORMATION ON THE PERMITTING PROCESS.
9. FOR ADDITIONAL INFORMATION OR ASSISTANCE PLEASE CONTACT THE BUILDING AND CODES OFFICE AT 615-893-3750. INFORMATION MAY BE MAILED, E-MAILED OR FAXED TO CITY OF MURFREESBORO, BUILDING AND CODES DEPARTMENT.

SUBCONTRACTORS MUST HAVE THE NAME OF THE PROJECT, COMPLETE ADDRESS AND THE APPROPRIATE PERMIT NUMBER FOR THE PROJECT TO OBTAIN SUB-WORK PERMITS FOR PLUMBING, MECHANICAL, GAS AND ELECTRICAL WORK. SUB-PERMITS REQUIRE COST OF CONSTRUCTION AND MAY REQUIRE ADDITIONAL INFORMATION PLEASE HAVE SUBCONTRACTORS CONTACT THIS OFFICE FOR ASSISTANCE. APPLICATIONS ARE AVAILABLE UPON REQUEST.

Building & Codes Department

111 West Vine Street * P O Box 1139 * Murfreesboro, Tennessee 37133-1139 * Phone 615 893 3750 * Fax 615 848 3248 * TDD 615 849 2689
www.murfreesborotn.gov