

Building Permit Information Sheet

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14-1303. Building permits. It shall be unlawful to commence the excavation for or the construction of any building or other structure, including accessory structures, to commence the moving, alteration, or repair of any structure, including accessory structures, or to commence the filling of land until the building inspector has issued for such work a building permit containing a statement that the plans, specifications, and intended use of such structure in all respects conform with the provisions of chapters 2 through 15 of this title.

Application for a building permit shall be made in writing to the building inspector on forms provided for that purpose. It shall be unlawful for the building inspector to approve the plans or issue a building permit for any excavation or construction until he has inspected such plans in detail and found them to be in conformity with the provisions of chapters 2 through 15 of this title. To this end, the building permit for excavation, construction, moving, or alteration shall be accompanied by a plan or plat drawn to a scale and showing the following in sufficient detail to enable the building inspector to ascertain whether the proposed excavation, construction, moving, or alteration is in conformance with the provisions of chapters 2 through 15 of this title:

- (1) The actual shape, location, and dimensions of the lot to be built upon.
- (2) The shape, size, and location of all buildings or other structures to be erected, altered, or moved and of buildings or other structures already on the lot.
- (3) The existing and intended use of all such buildings or other structures.
- (4) Location and design of off-street parking areas and off-street loading areas. Such other information concerning the lot or adjoining lots as may be essential for determining whether the provisions of chapters 2 through 15 of this title are being observed. If the proposed excavation, construction, moving, or alteration as set forth in the application is in conformity with the provisions hereof, the building inspector shall issue a building permit for such excavation or construction. If an application for a building permit is not approved, the building inspector shall state in writing on the application the cause for such disapproval. Issuance of a permit shall, in no case, be construed as waiving any provisions of chapters 2 through 15 of this title and building permits shall be void after six (6) months from date of issue unless substantial progress on the project has been made by that time.

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In addition, all new construction, structural changes, and major plumbing or wiring projects require a building permit from the building inspector. The building permit process requires approval from the following entities, in this order:

- 1) Planning and Zoning Commission (PZC).
 - **The above documents and plans must be submitted at least one week before the PZC meeting.**
 - The Planning and Zoning Commission meets the first Monday @ 6:00 p.m. at the Cumberland Gap Town Hall.
- 2) Historic Zoning Commission (HZC), if in Historic District.
 - Within the Historic District, all renovations, new construction, maintenance, and repairs that change the outside appearance of a property must meet the requirements of Zoning Ordinance, Title 14 Chapter 15.
 - Regardless of the extent of the job, A Certificate of Appropriateness (COA) is required for all exterior work that alters the appearance of existing buildings, homes, and structures in the Historic District.
 - **The above the documents must be submitted at least one week before the HZC meeting.**
 - The Historic Zoning Commission meets the first Tuesday (following the first Monday) @ 7:00 p.m. at the Cumberland Gap Town Hall.
- 3) Review and final approval from the building inspector.

If you have any questions about new construction or repairs, please contact Town Hall at 423869-3860.