

City of Kingsport Building Division – Permitting and Inspection Work Flow

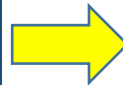
PLAN APPROVAL

- Plans submitted for review
 - Building, Sign & MEP's
 - Zoning Review (Plat)
 - Civil Drawings (Commercial Project Review)
- Comments issued
- Corrections submitted
- Final plans approved



PERMITTING

- Building Permit
 - Trade Permits
- Building Permit issued first.
- All trades permits attached to building permit.
- All contractors and tradesmen must be licensed.



BUILDING INSPECTIONS

- Initial
 - Footing
 - Slab
 - Under slab electrical & plumbing
- Rough-Ins
 - Electric
 - Plumbing
 - Mechanical
- Utilities
 - Electric
 - Gas
 - Sewer
- Building
 - Framing
 - Insulation
- Electric Service Release
- Fire Inspections – Commercial Only
 - Fire Line
 - Sprinkler / Hydro
 - Fire Alarm / damper
 - Hood puff test

Note: Inspections must be approved before next phase of construction is started. Disapproved inspections require correction and re-inspection. Approved/stamped plans must be kept on site. Any deviation from approved plans requires a halt in activity until revisions are submitted and approved.



CERTIFICATE OF OCCUPANCY

- General Contractor and all trade contractors must request final inspections.
- Commercial Only:
 - Project Review Team notified of upcoming inspection.
 - Final Inspections coordinated with Fire Marshall's Office.
 - As-builts submitted.
- Certificate of Occupancy issued.

Note: Before the CO will be issued, all final inspections **must be approved**.

This includes site approval from Planning / Zoning, Traffic, Engineering, Landscaping, and Storm Water departments.