



... creating a better quality of life

To: Permit Applicants

From: Robert N Holtz, Director of Building and Codes  
Gregory McKnight, Planning Director

Date: May 22, 2020

Re: Residential Permit Review Process

The Planning and Building & Codes Departments are encouraging Residential permit applicants for new single family dwellings, additions, renovations, pools, hot tubs, fences and accessory structures to submit their applications and necessary documents to [planning@murfreesborotn.gov](mailto:planning@murfreesborotn.gov). If you choose you may bring your applications to the Planning Department on the 2<sup>nd</sup> floor of City Hall, 111 W. Vine Street.

In order to provide the highest quality of service we ask that the applications include a plat or GIS map of your lot and include the location of your fence, pool, addition, or accessory structure. Dimensions should be included so that we can ensure that the structure is not located within an easement. Additionally, new single-family dwellings, additions, pools and accessory structures must not be located within setbacks. GIS mapping is available at <https://maps3.murfreesborotn.gov/publicGIS/>. If you have access to your closing document when you purchased your home, a plat of your property was most likely included in those documents. Surveys or plot plans are also acceptable.

The City does not review applications for compliance with HOA's or subdivision restrictions. In some cases, the Planning Department must be provided evidence of architectural review approval for subdivisions with Planned Development zoning. Therefore, it will be the applicant's responsibility to verify compliance with them before submitting applications to the City.

If you have questions about your property's setbacks or other zoning questions, please reach out to the Planning Department at (615) 893-6441. Building Code questions can be answered by calling (615) 893-3750.

The process time for these applications can take up to 5 business days for the Planning, Engineering and Building & Codes Departments to review and process your application. The additional time is necessary to ensure that the application and supporting documents follow local ordinances. A Building & Codes Permit Technician will reach out to you when your permit is ready. Permit fees may be paid online using a credit card, a check may be mailed, or cash or check may be brought into the Building and Codes Department on the 2<sup>nd</sup> Floor of City Hall, 111 W. Vine Street between the hours of 8:00am to 4:00pm. We are not allowed to accept payments after 4:00pm. Occasionally we have several applicants in line to pay for permits so we encourage everyone to arrive by 3:30pm to avoid any delays in issuing your permit.

Building & Codes