



# CITY OF MARYVILLE CODES DEPARTMENT BUILDING PROJECT DESIGN REQUIREMENTS AND PLAN REVIEW SUBMITTAL GUIDELINES

## **PROFESSIONAL DESIGN REQUIREMENTS**

In accordance with TCA 62-2-102 requirements, the 2006 International Building Code section 106.1 requirements and City of Maryville policy, building construction projects must be professionally designed by Tennessee Registered Design Professionals (architects and/or engineers.) The professional design requirement may be waived by the Building Codes Department if it is determined that the nature of the work applied for is such that review of construction documents is not necessary to obtain compliance with the applicable codes and regulations.

One and two family dwelling occupancies usually do not require professional design; however, in certain situations soils or structural conditions may require engineering.

## **BUILDING PLANS SUBMITTAL AND REVIEW GUIDELINES**

Building project plans must be submitted to the City of Maryville Codes Department (Attn: Gary Walker 416 West Broadway Ave. Maryville, TN 37801) with the following information and format to start the design review process:

- Submit a completed "Building Plan Review Submittal Form" with appropriate review fee (form available upon request.) The plans review fee schedule is listed on the Building Plan Review Submittal Form.
- Submit three (3) copies of sealed architectural and engineering design documents.
- Submit one (1) CD (pdf, tif, or jpg image format) of complete sealed architectural and engineering design documents.
- Submit one (1) sealed copy of the project specifications.

Once received, the project buildings plans will be distributed to and reviewed by the appropriate City of Maryville Departments. The initial review usually takes ten (10) to twenty (20) working days. Written review comments will be developed and forwarded to the design professional and/or contact person. Any significant code violations identified will require correction by revised drawings, addenda, or other approved documentation. The project contact person will be notified when the project has been approved for permits. Contact Brian Boone (865-273-3505) with City of Maryville Engineering Department concerning site plan submittal and review process.

***CONTACT THE CITY OF MARYVILLE CODES ENFORCEMENT OFFICE AT 865-273-3510 FOR MORE DETAILED INFORMATION.***