



Memphis and Shelby County Office of Construction Code Enforcement

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901.222-8300 – website: www.shelbycountyttn.gov

CONSTRUCTION CODE ENFORCEMENT

Frequently Asked questions

Does a project require a separate Zoning Approval?

- a. *Zoning approval in the Memphis/ unincorporated Shelby County is required only when required in the Unified Development Code (UDC).*
- b. *It's best to call and ask because separate zoning approval is required for a variety of reasons.*
- c. *A zoning approval letter is required from the City of Millington, City of Germantown, City of Lakeland, and the Town of Arlington.*

2. Can Zoning Approval and Building Permit be applied for separately or are they the same application?

- a. *If required yes, they can be applied for separately.*

3. Will you need an engineer's letter or structural calculations for the review?

- a. *Yes, for new buildings and additions or any structural reconfiguration.*

4. What is the specific number of copies or original engineer stamps plans needed?

- a. *4 sets*

5. What is your timeline for review and approval of permit application?

- a. *It depends on the work load but on average, 7 to 20 working days*

6. What is the plan size you require?

- a. *11 x 17 minimum size is acceptable if we can see enough details. Otherwise, full size sets will be required.*

7. What is the cost to renew an expired permit?

- a. *Should a permit expire, you must start the process over by submitting four sets of plans with a new building permit application and plan review fee.*

8. Does the architect/engineer need to be licensed with State of Tennessee?

- a. *Yes*

9. Do we as the management company need to be registered?

- a. *No*

10. Do we as the management company need to be licensed?

- a. *No*

11. Can we apply for and pick up the permit or does the contractor have to?

- a. *Pretty much anyone can apply for the permit. However, only the general contractor, licensed in the State of Tennessee can pick up the permit.*

12. Can we apply via mail/FedEx/online, or do we have to apply in person?

- a. *You can apply via mail/FedEx/UPS. However, the permit must be picked up in person.*

13. What is the process to extend permit?

- Send a letter requesting that the permit be extended beyond the 180 time period.*

14. Does the contractor need to be registered with Shelby County and City of Memphis?

- a. *Yes and licensed by the State of Tennessee. For further information, contact our Licensing Section at (901) 222-8390.*

15. Is the permit application available online?

- a. *No, it is not available online at this time. You would need to call (901) 222-8411 to have a blank permit application mailed to your address.*

16. Are mechanical, electrical and/or plumbing (MPE) design drawings required at the time of submittal?

- a. *This question can only be answered on a case by case basis. However, if you are doing any work in these areas, chances are that some sort of drawings will be required before the issuance of a permit for the project.*
- b. *Plans are passed to reviewers in building, plumbing, electrical and mechanical for review prior to a permit being issued. If they have nothing to review, the plan review process will not get completed until they can review and approve the proposed work and the permit issuance will be delayed.*

17. Once the permit is ready to be issued, can the permit be emailed or sent via FedEx/UPS, or do we have to pick it up in person?

- a. *At this time, the permit must be picked up in person by a licensed State of Tennessee general contractor.*

FYI: Expiration: Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days (6months) after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days (6months) after the time the work is commenced. 2015 IBC sections 105.3.2 and 105.5

18. Would we need an electrical permit for this job? If so, how would I obtain that?

- a. *Electrical permits are required for any electrical work including low-voltage. An electrical permit can be pulled by a licensed electrical company. For additional information on electrical permit requirements call 901-222-8395.*

19. Would we need a mechanical permit for this job? If so, how would I obtain that?

- a. *Mechanical permits are required for any mechanical work on the project. A mechanical permit can be pulled by a licensed mechanical company. For additional information on mechanical permit requirements call 901-222-8396.*

20. Would we need a plumbing permit for this job? If so, how would I obtain that?

- a. *Plumbing permits are required for any plumbing work performed on the project. A plumbing permit can be pulled by a licensed plumbing company. For additional information on plumbing permit requirements call 901-222-8398.*

21. Do I have to have the contractor listed on the application at the time of submittal?

- a. *No, however the permit may only be issued to a State of Tennessee licensed general contractor (see section on General Contractor).*

22. Do cell tower projects require a separate Zoning Approval?

- a. *Zoning is required only for new towers and changes to the compound or tower expansion.*
- b. *Existing towers have been approved by zoning.*
- c. *An approval letter is required from the City of Millington, City of Germantown, City of Lakeland, and the Town of Arlington.*

23. Which additions of the various codes are you enforcing?

a. *See below:*

Effective January 1, 2019, Memphis and Shelby County Office of Construction Code Enforcement will implement the following codes along with local amendments:

2015 Edition	International Building Code with Local Amendments
2015 Edition	International Existing Building Code with Local Amendments
2015 Edition	International Residential Code with Local Amendments
2014 Edition	National Electric Code
2018 Edition	Joint Electrical Code
2015 Edition	International Mechanical Code with Local Amendments
2015 Edition	International Fuel Gas Code with Local Amendments
2015 Edition	International Plumbing Code with Local Amendments
2015 Edition	International Energy Conservation Code with Local Amendments
2009 Edition	ICC A117.1 Accessibility and Useable Buildings and Facilities (by reference)
2013 Edition	ASME 17.1 Safety Code for Elevators and Escalators (by reference)

24. Does the residential plan review fee apply to projects other than new homes?

Yes, any projects that require submittal of a plan will incur a plan review fee including additions, pools, etc. However, sheds, decks and renovations will not be charged a plan review fee unless it is determined that the nature of the work warrants submittal of plans.

25. Does your department do the complete review or do I need to submit to other departments, like fire, zoning, etc.?

- It depends on the project and the type of occupancy involved. It's best and probably easiest to submit the four sets of plans required here first and we'll review them and let you know in our plan review comment sheets whether other submittals are necessary.*
- Once the four (4) sets of plans are submitted to us, we route one set to the fire department for review. Restaurants and other places that sell prepared food to the public must have Health Department approval. We do not route plans to the Health Department. Therefore that would be an additional submittal. Zoning issues are handled by the Office of Planning and Development (O.P.D.).*
- There may be certain approvals needed through them before we can issue the permit (landscaping, ASPR approval, planned development recording, etc). If you're advised during the plan review that there is something needed from O.P.D., it would be best to contact them for more information about their review process at (901) 576-6619.*

26. Can a homeowner build his/her own house?

- Yes. Pursuant to TCA § 62-6-103, an owner of property may construct a single residence once every two years for his/her own use, as long as it is not for resale, lease or rent without being a licensed contractor. A "[statement of ownership letter \(hyperlink\)](#)" is required before a permit will be issued.*

27. Can a homeowner obtain a building permit for work on their existing dwelling?

- Yes. However, a county registered state contractor or county licensed contractor is required for all mechanical, plumbing and electrical work. A "[statement of ownership letter \(hyperlink\)](#)" is required before a permit will be issued.*