

Permit applications
must be submitted to:

**Plans Review &
Inspections
Division**

City-County Building
City of Knoxville
400 Main St., Rm 505
Knoxville, TN 37902

Mailing
Address:
P.O. Box 1631
400 W. Main
St., Ste 505

Building Use Permit

What is a Building Use Permit?

A Building Use Permit allows a new tenant or property owner to occupy an existing building or tenant space. The Use Permit provides an opportunity for City officials to review the zoning compliance and perform a safety inspection. This process assures legal occupancy by an owner/tenant.

Who needs it?

Any new tenant or owner is required to obtain a Building Use Permit *before* occupying an existing building.

A Building Use Permit is not required when a Plans Review Application and a Building Permit have been issued for a new building owner or tenant or when the new tenant use is classified as a Group R-2 or Group R-3 Occupancy.

How do I apply for it?

The new tenant or owner must complete a Building Use Permit Application for review, and then schedule a site inspection by the Fire Marshal & the Building Inspections office.

- If the review and site inspection results indicate that there are no code violations, no additional construction or building modifications to be permitted, and no change of use, then the City will issue a Certificate of Completion and Building Use Permit.
- If the review or site inspection results indicate code violations, additional construction or building modifications, or a change of use, then the City will advise the applicant of the necessary requirements for obtaining a Building Permit. Additional building or sign permits may be required.

How Much Does It Cost?

The non-refundable fee for this permit is \$50.00.

How Long Does It Take?

It depends on the results of the application review, the site inspection, and the complexity of your project. If the proposed work will not require additional building or sign permits, then the process will typically take 1 to 2 days.



Use Permit & Sign Compliance Application

Name of Applicant: _____ Phone: _____
(please print)

Name of Tenant: _____ Phone: _____

Business Address: _____

1. Are you changing the use of the existing building or tenant space? YES NO
 If yes, please describe the existing use:

(clothing store, auto parts, salon, etc.)

2. Are you modifying the building or tenant space? If yes, please describe the type of construction or modifications:

3. What was the previous business name at this location?

4. What services or products were offered at the previous business?

(bakery, bookstore, restaurant, etc.)

5. What is the new business name?

6. What services or products will be offered?

(bakery, bookstore, restaurant, etc.)

7. Who is your construction contractor?

(contractor's name & phone number)

8. Are you reusing existing sign structures? If yes, please describe the types of signs in use:

(Applicant Signature)

(Date)

For Internal Use		Existing floor plan details: _____
Change of Use	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Existing code violations	<input type="checkbox"/> <input type="checkbox"/>	Building Inspector: _____ Date: _____
Zoning	_____	Zoning Inspector: _____ Date: _____