

# Expedited Permits Available

## What is an Expedited Permit?

An expedited permit is available to facilitate less complicated projects. Applicants and design professionals can meet with staff from Plans Review & Building Inspections and the Fire Marshal's Office to review submitted plans and receive permits on the spot at no additional cost.

## Does my project qualify?

The expedited permit process is limited in scope to qualifying structures and occupancy classes, such as:

- Alterations to commercial buildings
  - Business, Mercantile, Storage, Factory and Utility occupancy classes (No restaurant or grocery/food handling uses)
  - Exterior work where no overlay district review is required (Historic Zoning, Downtown Design, Flood Zone etc.)
- **Plans must be prepared and stamped by a design professional registered in the State of Tennessee.**
  - **Changes in occupancy do not qualify for expedited reviews.**
  - **Additions and new structures do not qualify.**

## How do I start?

1. Complete an application for a building permit, located [here](#) on our website. Once the application is complete, please scan and email the application to [bldginspections@knoxvilletn.gov](mailto:bldginspections@knoxvilletn.gov). A permit technician will process your application, and you will receive a link with instructions on how to upload your plans to our online review portal, KnoxPlans. Plans must be submitted to KnoxPlans no later than 12:00pm on any Tuesday.
2. If the project meets the zoning and scope requirements, then you will be contacted to schedule a meeting for the following Thursday afternoon. Plans Examiners (including the Fire Marshal's Office) will meet with you and your design professional to review the plans. The design professional can modify the plans during the meeting, if needed, depending on review comments. Once approved, the building permit may be issued.
3. If the project does not meet the zoning and scope requirements, you will be notified and the project must follow the standard plans review process.

## What do I need to participate in the Thursday meeting?

- Two (2) full-sized sets of stamped plans / construction drawings
- The project design professional

## On the day of the meeting:

Meet in room 461 (City County Building) for your expedited permit review. Representatives from Building Inspections and the Fire Marshal's Office will attend to evaluate the project plans, identify any deficiencies or required revisions, and once corrected, the plans can be approved, and permits can be issued the same day.

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