



Permit Application Procedures

The purpose of this policy is to ensure that proper procedures are followed during daily operations of the Codes Department. The establishment of this policy will ensure accountability and proper record keeping. This policy applies to all permits to include, Buildings, Pools, Sheds, Fences, Signs, Boring, Grading, Blasting, House Moving, Backflow Preventers, and Retaining Walls. The following procedure is set forth:

- *An application and all supporting documents must be submitted for review prior to approval.
- *Applications can be secured at the Codes Department Office or be printed from the Codes Department Web Site. (springhilltn.org)
- *All permits must include a plan to be submitted, this plan must be reviewed and approved by the Building Official.
- *The applicant will be notified by the Codes Department within (24) hours of approval / disapproval. (For most all permits)
- *The permit must be paid in full before the permit will be issued. Payment must be made to the "Front Office". **No monies are to be accepted or kept by the Codes Department Office.**
- *A receipt must be issued to the applicant along with the permit. Permit documentation / papers will be given to the applicant after the permit is paid for at the front office.
- *The applicant must be informed of the following:
 1. Where the permit is to be placed on site.
 2. Duration of the permit.
 3. The permit in non-transmittable for any other project.
- *Permits may be renewed, a renewal fee is required. This renewal must follow the same procedures as stated above.
- *The Building Official has the sole authority to revoke all permits. ***
- * Should any work be started without a Permit, the Permit Fee Will Be Doubled ***
- * No Fees can be waived, unless approved by the Board of Mayor and Alderman***
- * Refunds made will be charged a 10% (percent) fee for all refunds up to \$100.00, thereafter it will be \$100.00 for all refunds***

Required Fees:

Demolition - \$ 50.00

Blasting - \$ 50.00

Outbuilding- \$25.00

Boring - \$ 50.00

House Moving - \$ 50.00

Trailer - \$50.00

Backflow- \$ 25.00

Fence - \$ 25.00

Deck \$25.00

Grading Permits

(Based on Cost of the Projects Grading & Infrastructure)

1st \$1000.00 = \$15.00

Each Additional \$1000.00 = \$5.00

Building Permits

Resolution 02-18

Residential New Home Permit (s)

50,000 or less, multiply the square footage by \$45.00 = Valuation (Heated Space)

1st 50000.00 = \$260.00

Remaining, \$4.00 per thousand (HVAC Permit included in this calculation)

Valuations 100,000.00 and over, multiply square footage by \$45.00

1st 100,000 = \$460.00

Remaining, \$3.00 per thousand (HVAC Permit included in this calculation)

City of Spring Hill
199 Town Center Parkway
P.O. Box 789

Spring Hill, TN 37174
Phone 931-486-2252 Ext. 211
Fax: 931-486-3596

Plumbing Permit

\$50.00 per Full Bath

\$25.00 per Half Bath

\$50.00 per Kitchen

Other Required Fees

Attached (1) Car Garage-\$30.00

Attached (2) Car Garage- \$50.00

Attached (3) Car Garage- \$75.00

Per Porch - \$30.00Per Deck / Patio - \$25.00

Adequate Facilities Tax

Williamson County - \$2.00 (psf) (Heated Space)

Maury County - .50 (psf) (Heated & Unheated Space)

Spring Hill - \$500.00 + .50 (psf) (Heated Space)

Build Outs / Room Additions Permit (Based on Cost of Project)

No adequate facilities tax required for additions or build outs for homes except for new Residential home permits

\$15.00, 1st Thousand, All reaming per thousand -\$5.00

\$50.00 per Bath, 25.00 per Half Bath

Spring Hill Impact Fee Ordinance 15-04

See attached Exhibit B

Swimming Pools

In ground... (Cost \$15.00 1st 1000.00, \$5.00each remaining

Above ground\$50.00 (greater than 24 inches deep)

Water Sewer Tap Fees for Contractors

(Ordinance No.96-27) / (Ordinance No.96-31, 97-20 & 10-16)

Water Tap- \$1,300.00 + Residential $\frac{3}{4}$ meter (\$165.00)

Sewer Tap - \$1,100.00 (Duplexes, Town Homes, Condominiums, Villas, Garden Homes)

Sewer Tap - \$600.00 Each Apartment & Boarding House

HB & TS Water Fees

(Ordinance No.96-27)

- \$750.00

Subdivisions that require HB & TS Fees:

Anderson Acres

Astonwoods

Ashwicke Park

Benevento

Brixworth (Only on the front side)

Baker Springs

Buckner Crossing

Burtonwood

Chapman's Crossing

Chapman's Retreat & Town Homes

Cherry Grove

Cherry Grove Addition

Cochran Trace

Dakota Pointe

Haynes Crossing

Newport Crossing

Pickett's Ridge

Pipkin Hills

Spring Hill Place

Wades Grove

Commercial Permits

(Based on Cost of Construction)

1st \$1,000.00 = \$15.00

\$5.00 per each additional, \$1,000.00 remaining

Plumbing Permit - \$50.00 per bath

\$50.00 per Kitchen

Each additional water fixture with drain - \$10.00 each

Water and Sewer Reserve Fees as they apply to Commercial, see Appendix C attached

City / County Impact Fees apply to New Buildings

Commercial Adequate Facilities Tax

Spring Hill \$500.00 +.50 per sq. ft.

Maury County Adequate Facilities Tax apply to New Buildings:

Maury County Adequate Facilities Tax

Contact: Jackie Morgan

931-375-3001

jmorgan@maurycounty-tn.gov

Spring Hill Impact Fees

See attached Exhibit B

Grading Permits

(Based on Cost of the projects infrastructure)

1st \$1,000.00 = \$15.00

Each additional \$1,000.00 = \$5.00

Sewer Connection

4 inch Tap = \$1,100.00 (Residential)

6 inch Tap = \$1,300.00 (Commercial)

8 inch Tap = \$1,600.00 (Commercial)

Developer Fees for Residential

(Resolution 02-17 / Ordinance 86-42, Section 13-59, Ordinance 10-16)

Water Reserve Fees = \$455.00 per lot

Sewer Reserve Fees = \$1,487.50 per lot (3 Bedroom)

(For Multi Family, see Appendix C)

Water Tap Fees Commercial (Residential Lots not in Developments)

(Ordinance No.07-48)

Water Tap	Water Reserve	Meter Set	Total
¾ Inch Tap- \$1,300.00	\$455.00	\$165.00	\$1,920.00
1 Inch Tap- \$1,600.00	\$560.00	\$235.00	\$2,395.00
2 Inch Tap- \$2,100.00	\$735.00	\$600.00	\$3,435.00
3 Inch Tap- \$2,800.00	\$980.00	\$1,646.00	\$5,426.00
4 Inch Tap- \$3,700.00	\$1,295.00	\$2,639.00	\$7,634.00
6 Inch Tap- \$ 4,700.00	\$1,645.00	\$4,789.00	\$11,134.00
6 Inch Fire- \$4,700.00	\$1,645.00	\$135.00	\$6,480.00
8 Inch Tap- \$8,700.00	\$3,045.00	\$7,174.00	\$18,919.00
8 Inch Fire- \$8,700.00	\$3,045.00	\$135.00	\$11,880.00

Irrigation Meter

¾ Inch- \$400.00 Water tap + \$140.00 reserve fee + \$165.00 Meter Set + \$25.00 Backflow Permit
 = \$730.00 total

Backflow Permit for Irrigation

\$25.00

Table of Water / Waste water Loads

Appendix C

(Ordinance No.97-20)

Projected water use and wastewater loads of developments shall be determined using the following standards as a guide. This based off of a \$4.25 per gallon rate.

Planned Use	Design Unit	Average Flow Per Day (In Gallons)
Residential		
Single Family Residence	Per House / Subdivision lot	350
Mobile Home (Outside Park)	Per Home / Lot	250
Mobile Home Park	Per Home / Space	200
Multi-Family Residence (1 bedroom)	Per Dwelling Unit	200
Multi- Family Residence(2Bedroom)	Per Dwelling Unit	300
Multi- Family Residence (3 bedroom)	Per Dwelling Unit	350
Motel and Institutional		
Hotels / Motels (without cooking facility)	Per Lodging Unit	100
Hotels / Motels (with cooking facility)	Per Lodging Unit	150
Nursing Homes / Rest Homes	Per Bed	100
Hospitals	Per Bed	200
Schools	Per Student(maximum capacity)	30
Office	Per 400 s.f. of gross floor space	25
General Retail	Per 1000 s.f. gross floor space	100
Restaurants and Taverns	Per seat	50
Other Commercial		
Laundromat	Per washing machine	500
Carwash	Per bay	2000
Service Station	Per bay / pump island	1000
Theaters	Per seat	3
Warehouse, Storage, Showroom	Per 1000 s.f. of gym floor space	25
Industrial		
Domestic Waste Only	Per 1000 s.f. Of gym floor space	100
Process Waste	Determined by City of Spring Hill	
Miscellaneous		
Churches and Assemblies	Per seat	2

CITY OF SPRING HILL IMPACT FEE SCHEDULE

EXHIBIT B	UNIT	Trip Generator Rate	Demand Factor	Adjusted Base Trip Cost	Economic Adjustment Coefficient	Proposed Fee per unit
Single Family Detached	Each	9.52	4.76	\$219	0.5	\$521
Hotel/Motel	Room	8.17	4.09	\$219	0.3	\$268
Golf Course	Acre	5.04	2.52	\$219	0.33	\$182
Recreational/Comm Ctr	1000sq ft	1.62	0.81	\$219	0.33	\$59
Elementary School	Student	1.29	0.65	\$219	0.33	\$47
Middle/Jr High School	Student	1.62	0.81	\$219	0.33	\$59
High School	Student	1.71	0.86	\$219	0.33	\$62
Community College	Student	1.2	0.60	\$219	0.33	\$43
Day Care Center	Student	4.38	2.19	\$219	0.33	\$158
Nursing Home	Bed	2.74	1.37	\$219	0.33	\$99
General Office Bldg.	1000sq ft	11.03	5.52	\$219	0.3	\$362
Shopping Center/Retail	1000sq ft	42.7	21.35	\$219	0.3	\$1,403
Sit Down Restaurant	1000sq ft	127.15	63.58	\$219	0.08	\$1,114
Drive Thru Restaurant	1000sq ft	496.12	248.06	\$219	0.05	\$2,716
Gas/Service Station w Convenience Mkt	Pumps	162.78	81.39	\$219	0.3	\$5,347
Gas/Service Station	Pumps	15.65	7.83	\$219	0.3	\$514
Warehousing/Industrial	1000sq ft	6.97	3.49	\$219	0.33	\$252
Active Adult Housing	Each	3.56	1.78	\$219	0.5	\$195
Hospital	Bed	12.94	6.47	\$219	0.33	\$468
Multi Family / Apt.	Unit	6.65	3.33	\$219	0.5	\$364
Condo/Townhome	Unit	5.81	2.91	\$219	0.5	\$318

Shopping Center	An integrated group of commercial establishments that is planned, developed, owned and managed as a unit
Gasoline Service Station	Primary business is the fueling of motor vehicles. May also have ancillary facilities for servicing and repairing motor vehicles. Does not include convenience stores, and car washes are not included in this land use.

¹ Demand Factors are based upon trip generation rates divided by two (2). Trip Generation rates are derived from Trip Generation 9th Edition published by the Institute of Traffic Engineers.

² All unit fees are rounded to the nearest five dollars.