

CIVIC ENGAGEMENT YOU NEED A PERMIT FOR THAT!

Frankie N. Weaver, Educational Outreach Programs Manager, Institute of American Civics,
Baker School of Public Policy and Public Affairs, University of Tennessee, Knoxville



You Need a Permit for That!

Lesson 2 of Civic Engagement Program

Skill Level

Intermediate (6th-8th Graders)
High School (10th - 12 Graders)

Educational Standards Supported

SS8.3
US Government & Civics GC.29, GC.31

Learner Outcomes

The learner will be able to:

- Name different types of local governmental bodies in Tennessee
- Define key terms connected to understanding local government in TN, including what a county charter is. Students read, analyze, and discuss *The Charter of the Metropolitan Government of Nashville and Davidson County, Tennessee*
- Describe a permit and why they would need to file one
- Practice completing basic county permit forms
- Recognize local government, including county and city government, information that is frequently shared online, and explore searching for local TN government information and finding different examples of simple permits and forms they may need to complete as citizens

Tag(s)

4-H Citizenship

Time Needed

30-60 minutes: The first three learning objectives can be done in 30 minutes, and the game portion can be done in 20-30 minutes. Students will need more time to explore the internet visiting shared webpages

Materials Needed

Slides and/or Handouts, including blank permit forms, Pens/pencils, Bingo cards, candy/space markers for playing bingo, access to a laptop or computer allowing students to view local government webpages, LCD Projector, Computer, Screen

Author

Frankie N. Weaver, Educational Outreach Programs Manager, Institute of American Civics, Baker School of Public Policy and Public Affairs, University of Tennessee, Knoxville

Introduction to Content

It is important to participate in local government because communities and their citizens are impacted by the decisions of local government and county officials, city councils, school boards and other local leaders and governing bodies (Catlett and Landsman, Forward, p. xi). These governing bodies and elected officials decide on diverse issues and policies, including matters ranging from permits, zoning regulations, economic development, policing and services. Neighbors and citizens need to work together to communicate their needs and solve problems that their communities need remedied efficiently and effectively (Catlett and Landsman, Forward, pgs. xi-xiii).

This lesson attempts to identify and introduce learners to key ideas of local governing in Tennessee. It is hopeful that by adding clarity, students will recognize the complexities of governance and have an improved understanding of local government in Tennessee as well as increased motivation to learn more and become civically involved. Civic engagement is critical to a healthy democracy. It is also practically beneficial to the individual to be civically informed, because one day, *in your not so far off future*, a government official might tell you, **"You need a permit for that!"**

Understanding the basics of local government helps us to understand why we might need to file a permit and how to do so, *or* if the permit is not approved, you will be better prepared to submit an appeal and to move forward.

Introduction to Methodology

Students will research, fill in "Key Terms" worksheet, play Bingo, practice filling out permits, review county charters online, view short news recording and read article, and participate in discussions.



Teacher Talk/Additional Resources

For more on local governance in Tennessee, read “Chapter 12: Local Government & Politics” in William Lyons, John Scheb II, Billy Stair, and Joseph Jarret, *Government and Politics in Tennessee*, Second edition (Knoxville: The University of Tennessee Press, 2017), pgs 317-350.

This lesson spends time looking at how local government is organized in Tennessee, county charters and specifically how to prepare and submit permits. If you are interested more in the law-making process in Tennessee, navigate to “Related Links: Know Your Government” for materials prepared by TN Legislative Council staff and extension specialists:

<https://4h.tennessee.edu/tennessee-4-h-awards-and-recognition-handbook/state-4-h-events/state-4-h-congress/> .

*This is particularly helpful in preparing youth who will participate in Tennessee 4-H Congress.

Know Your Local Government Key Terms

American Democracy – the democratic system unique to the United States of America and based on the *Constitution of the United States*

Constitution of the United States– historic U.S. government charter developed to serve “We the People,” U.S. citizens; written in 1787 and ratified in 1788. Find and read the document here: <https://www.senate.gov/about/origins-foundations/senate-and-constitution/constitution.htm>

Civic Participation – the responsibility of a citizen to engage and follow local, state, and national laws

Representative Democracy - a political system whose citizens vote for legislative and executive representatives; this system is a way for citizens to hold their elected officials accountable (Britannica: <https://www.britannica.com/topic/representative-democracy>)

Local Government – political governance at the county, city or township levels in a state

General Assembly of Tennessee – defined as a powerful government branch, the “bicameral General Assembly” consisted of a House of Representatives and a Senate. (Lyons, *et al.*, p 37.) According to the *1796 Tennessee Constitution*, the General Assembly would be made up of elected officials who would be elected every two years. The General Assembly would then select the Secretary of State, Treasurer, judges, and the state’s attorneys (ibid., p 38)

Strategies to Increase Student Engagement

Try asking students when they can apply for a learner’s driving permit and if they are excited about learning to drive. Does anyone drive their lawn mower, or have they driven a tractor?

Have their parents ever had to apply for permits?

Did you know some cities, like Maryville, TN, require permits for having a yard sale? Why do you think that might be?

County – a type of governmental structure formed to manage local issues; in 1978 in Tennessee because of constitutional referendum the power of counties was reshaped; “To a large degree the changes shifted power from the state to the hands of local voters (*ibid.*, p 325). The county creates a county charter, or local constitution, and the General Assembly cannot alter the charter without approval of the county’s voters in a referendum (*ibid.*, p 325). There are 95 counties in Tennessee

Zoning – rules controlling land use

County Charter – county's version of a constitutional style document (*ibid.*, p 325)

County Mayor – Tennessee County Executive (since 2007) is known as county mayor and is responsible for preparing and administering a budget, hiring employees, and representing the county regarding economic development and with other county officials. According to Lyons, et al., “the County Mayor’s effectiveness lies in the ability to work in cooperation with other units of government, including cities and towns within the county as well as state and federal officials (*ibid.*, p 327). Great challenges of County Mayor include “funding and operation of schools” (*ibid.*, p 328)

Sheriff - constitutionally elected officer and chief law enforcement official in a county (*ibid.*, pgs 328-329)

School Board – As a result of Tennessee’s 1992 education reforms, all the state’s counties and municipalities entrust the management of local schools to elected school boards (*ibid.*, p 332). The school board has the power to contract and appoint a superintendent (*ibid.*, p 333)

Fee Offices – includes County Clerk, Register of Deeds, Trustee, Clerk of Court, Property Assessor; these are elected county constitutional officers, and their positions are funded by the collection of fees for services performed for the public (*ibid.*, p 330)

Election Cycle – time period between when certain elected officials are elected by voters

City - “Cities are corporations formed for the particular purpose of providing additional services to those who live in a defined area of a county. (Lyons, *et al.*, p 333)”

Big Four – Memphis, Nashville, Knoxville, and Chattanooga (the most populated cities in Tennessee)

Services – what cities decide to provide to residents they can include zoning standards, fire protection, garbage/recycling, etc.

City Council Meetings – local government meetings by elected City Council officials

Permit – the term means to give consent or authorization for someone to do something; responsible county and city residents need to file permits in order to obtain authorization from their local government bodies to conduct certain types of work, projects, and to operate in accordance with laws

Setting the Stage/Opening Question

Ask, “What is *The Constitution of the United States*? Can you describe sections or freedoms that are described in this historic document? Can anyone recite the “Preamble?”” “We the people of the United States, in order to form a more perfect union, establish justice, ensure domestic tranquility, provide for the common defense, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity, do ordain and establish this Constitution for the United States of America.”

Visit: <https://billofrightsinstitute.org/primary-sources/constitution>

Experience

Say, “Now let’s shift gears to thinking about state and local government. I wonder in what ways *The Constitution of the United States* shaped local government in Tennessee. One way is that it set **precedent** (*an example or guide*) and provided a model. In Tennessee, our counties have Tennessee County Charters, which in many ways are similar to constitutional documents. Has anyone ever read their county’s charter?”

Find your county on the map to the right.

Find your county's charter. Have students search online and find their county charter. They can explore and find other TN county charters and webpages. For instance, searching online for “Nashville” and “County Charter” brings up: *The Charter of the Metropolitan Government of Nashville and Davidson County, Tennessee.*



library.municode.com/tn/metro_government_of_nashville_and_davidson_county/codes/charter?nodeId=THCH

Working in teams of 2-3 students, have learners read and summarize parts, then teams can report to the full class:

“Article 1: General Provisions”

“Article 2: Powers”

“Article 3: The Metropolitan County Council”

“Article 4: The Urban Council”

“Article 5: The Metropolitan County Mayor and Vice Mayor”

“Article 6: The Budgets and Financial Matters”

“Article 7: Bond Issues”

“Article 8: Metropolitan Departments”

“Article 9: Public Schools”

“Article 10: Public Health and Hospitals”

“Article 11: Administrative Boards and Commissions”

“Article 12: Civil Service”

“Article 13: System of Employee Benefit Plans”

“Article 14: Metropolitan General Sessions Court”

“Article 15: Elections and Removal of Officers”

“Article 16: Functions of Constitutional and County Officers”

“Article 17: Public Utility Franchises”

“Article 18: Miscellaneous Provisions”

“Article 19: Amending Charter”

“Article 20: Transitions and Effective Date”

“Article 21: Intent of Charter and Separation of Provisions”

“Appendices to Charter”

Prompt: Say, “There are also permits for work, including construction.”

Say, “It is important to recognize that local government bodies and agencies share important information online. This is where residents can find information on charters and laws and forms to apply for services or permits. It is your responsibility to properly follow local and state rules and procedures. Permits vary from driving permits, which are the key to going places, to residential building permits, which are key to constructing places. What other types of permits exist? Explore the internet to find different permits needing to be filed and approved in Tennessee.

Ask, “How do you obtain your driving learner permit in Tennessee? Why would you want this? Why is there a process to obtain a driver’s license?”

Describe the process.

Visit: https://www.ready2drive.net/rules_resources.phtml

Say, “There are also permits for work, including construction.

Visit: <https://clevelandtn.gov/268/Work-Requiring-Permit> and read about ‘Work Requiring Permits’ in Cleveland, Tennessee.”

Say, “For instance, another Tennessee county, Blount County, provides particular services and regulates, among others, construction permits.”

Visit: <https://blounttn.gov/1167/Permits>

For example, The Department of Development Services accepts applications for all construction permits and Board of Construction Appeals, collects fees, issues permits, schedules inspections, maintains permit record files and issues occupancy certificates.

Building Permit Application:

Hand out printed copies of Figure C documents. Have students practice filing a building permit. Consider encouraging students to look up local engineers, electricians, architects and enter their information into the proper sections. Also have students explore the full process form and discuss all that could be involved with a large project. Lastly, discuss what citizens can do if their permit is not granted, and discuss the appeal process or have students research it online. Look at the Blount County complaint form. Educators may have students imagine complaints or how best to describe their complaint if they want to have it remedied. Discuss or practice writing persuasively and problem solving, offering suggestions for addressing the concern.

Explore: <https://blounttn.gov/1243/Forms-Applications>

Share/Process

Ask students to consider how they might benefit from knowing how to do this. How could this be used in your life or help you as a citizen? Ask them to write down their answers. Then have them compare with a nearby peer.

Ask 4-H members if they have created a 4-H e-portfolio. If they have, this is great information to include in the government section.

Generalize

Reread the “Building Safety Information” on the reverse side of the Blount County construction permit. Ask students to think about how this affects them in the world around them.

Apply

Show students footage of a building falling in Tijuana, Mexico.

<https://www.youtube.com/watch?v=yODHPNDiUJg>



Read - Have students read about the building collapse from this April 2023 *GeoEngineer* article:

<https://www.geoengineer.org/news/second-building-collapses-after-landslide-in-tijuana-mexico>

Examine what the article describes as **attributing factors** (*what caused/influenced the event*), including the “lack of proper regulation in construction, combined with the ground’s instability.”

Discuss how permits and many local government laws and policies are connected to public safety. Encourage students to discuss how this is relevant to each student in their own lives.

Notes

References

Allen, Danielle. *Justice By Means of Democracy*. (Illinois: The University of Chicago Press, 2023).

Catlett, Mallory and Aaron Lansman. *The City We Make Together: City Council Meeting's Primer for Participation*. (Iowa City: University of Iowa Press, 2022).

Lyons, William, John Scheb II, Billy Stair, and Joseph Jarret. *Government and Politics in Tennessee*. Second edition. (Knoxville: The University of Tennessee Press, 2017).

“Related Links: Know Your Government: Law-making in Tennessee,” TN Legislative Council Staff, from <https://4h.tennessee.edu/tennessee-4-h-awards-and-recognition-handbook/state-4-h-events/state-4-h-congress/>, accessed on April 19, 2024.

TIPPS LIFE SKILLS

Head - Thinking

Heart - Relating, Caring

Hands - Working

Health - Being

Supplemental Information
Educational Standards Met

8.23 – The *Preamble* and the *U.S. Constitution*

Examine the principles and purposes of government articulated in the Preamble and principles stated in the Constitution, including the separation of powers, federalism and checks and balances. (T.C.A. § 49-6-1028)

GC | United States Government and Civics

GC.05 – *The U.S. Constitution*

Describe the purposes and functions of government as outlined in the Preamble of the Constitution.

GC.29 – Local Governments in Tennessee

Explain the differences among the types of local governments in Tennessee, including county, city, and metro governments, as well as the legal, fiscal, and operational relationships between them and the state government.

Key Term Worksheet

Name: _____ Date: _____

American Democracy -

The U.S. Constitution -

Civic Participation -

Local Government -

General Assembly of Tennessee -

County -

Zoning -

County Charter -

County Mayor -

City-

City Council Meetings -

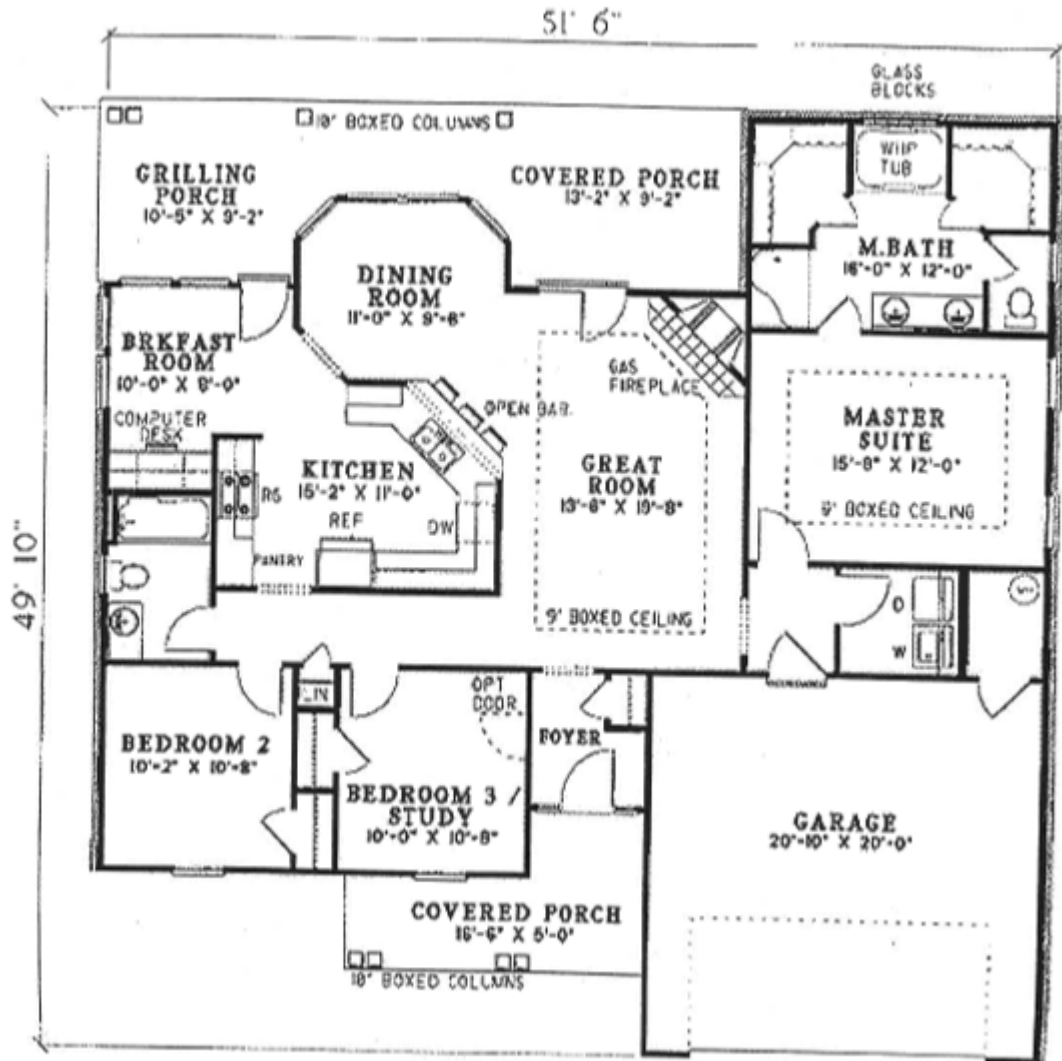
Sheriff -

School Board -

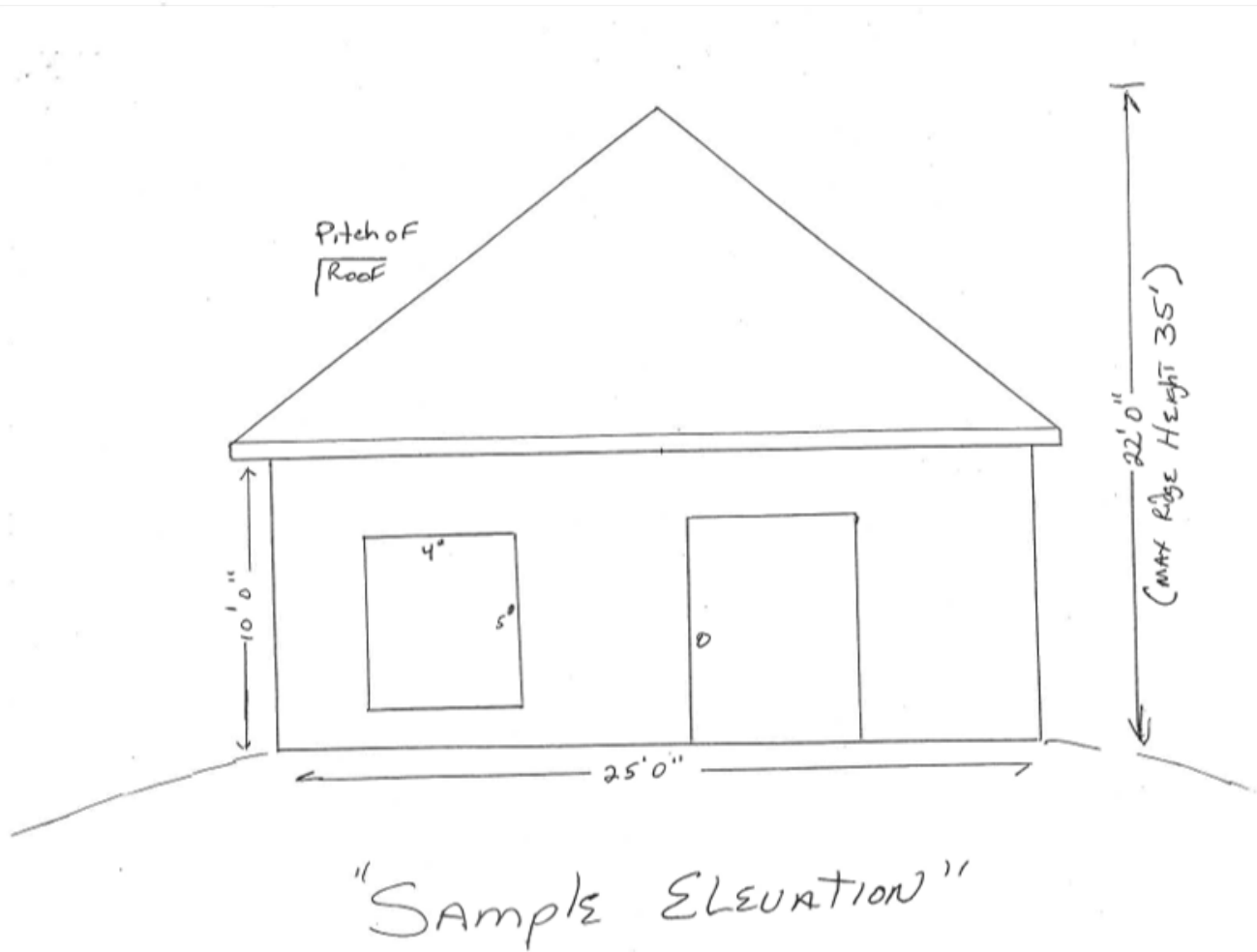
Permit -

SAMPLE SUBMISSIONS FOR BUILDING PERMITS

"SAMPLE PRINT"



SAMPLE SUBMISSIONS FOR BUILDING PERMITS



SCALE: 1/4"=1'-0"

"Optional Detail"



Building, Zoning, Grading Combination Permit Application

Department of Building Safety, 1221 McArthur Rd, Maryville, TN 37804
Phone: 865-681-9301 Fax: 865-681-9502

Project Name (if applicable): _____

LOCATION	Street Address _____	OWNER	Name _____
	Lot # and Block # _____		Street Address _____
	Subdivision/Shopping Ctr. _____		City, State, Zip _____
	Tax Map # _____ Parcel _____		Area Code, Telephone # () _____

CONTRACTOR	Name _____	ARCHITECT/ENGINEER	Name _____
	Street Address _____		Street Address _____
	City, State, Zip _____		City, State, Zip _____
	Email _____		City, State, Zip _____
	Area Code, Telephone # () _____		Area Code, Telephone # () _____
	License # _____ Exp Date _____		License # _____ Exp Date _____
Received Valid Workman's Comp Certificate: Y N			

PLUMBER (LLP)	Name _____	MECHANICAL	Name _____
	Street Address _____		Street Address _____
	City, State, Zip _____		City, State, Zip _____
	Area Code, Telephone # () _____		Area Code, Telephone # () _____
License # _____ Exp Date _____		License # _____ Exp Date _____	

BUILDING: ☐ New One&Two Family Residential ☐ New Commercial ☐ Residential Addition ☐ Commercial Addition ☐ Residential Alteration ☐ Commercial Alteration ☐ Residential Repair ☐ Commercial Repair ☐ Accessory Structure ☐ Demolition ☐ Gas/Mechanical Only ☐ Moving ☐ Plumbing Only ☐ Other _____		ICC CONSTRUCTION TYPE Occupancy Classification _____ Group _____ Floor Area Sq. Ft. _____ Number of Stories _____ Estimated Cost of Construction: \$ _____	☐ Type 1 ☐ A ☐ Type 2 ☐ B ☐ Type 3 ☐ Type 4 ☐ Sprinkled ☐ Type 5 ☐ Unsprinkled
Number of Plumbing Fixtures: _____ Number of Gas Taps: _____ Sewer Connection: Yes No Number of Bedrooms: _____			

ZONING: CLASSIFICATION: _____					Comment Notes:
Setbacks	Front	Rear	Left Side	Right Side	
Required					
Shown					

Maximum Building Height: 35 feet from the highest adjacent grade

Number of EXISTING dwellings on parcel: _____

Foundation Survey Required: Yes No Flood Plain: Yes No (If yes, then additional permit fee and elevation certificate is required)

GRADING: (Grading Permit must be issued prior to any land disturbing activity) **Comment Notes:**

Responsible Person for Erosion & Sedimentation Control: _____

Area Code, Telephone # () _____

Total Acres (acres or sq. ft.): _____ Area to be Disturbed (acres or sq. ft.): _____

Are there any water bodies, wetlands, or sinkholes in the area of the site? Yes No

If the land-disturbing activity is equal to or greater than one-tenth (0.1) acre (4,356 sq. ft.) and less than one (1) acre in size, please supply a site plan of proposed activity on the supplemental page of this application.

The applicant of this permit does hereby covenant and agree to comply with the resolutions and laws of this jurisdiction pertaining to said building and site and to construct the proposed building or structure or to make the proposed change or alteration in accordance with the plans and specifications submitted herewith. I (the applicant) have read and understand the reverse side of this form and certify that the information and statements given on this application, drawings, and specifications are to the best of my knowledge, true and correct. I (the applicant) understand and agree that any error, misstatement, or misrepresentation of fact either with or without intention on my part, such as might if known, cause a refusal of this application or any alteration or change in plans made without approval of the Building Official or designee subsequent to the issuance of the building permit, shall constitute sufficient grounds for revocation of such permit. This permit shall expire after 180 days if work has not commenced or if it has been abandoned or suspended for a period of 180 days after work has commenced.

Residential: Must submit TWO (2) Site Plans and ONE (1) Construction Plan. Commercial: Must submit TWO (2) of each

Name of Applicant (Signature) _____ Date: _____

Name of Applicant (Clearly Print) _____

BELOW OFFICE USE ONLY

Environmental Review _____ Date: _____	Zoning Review _____ Date: _____	
Stormwater Review _____ Date: _____	Building Safety Review _____ Date: _____	
Building Permit Fee: \$ _____	Permit Number # _____	Type of Certificate Required: _____
Other Fees: \$ _____	Map Page # _____ Grid _____	C of O C of C
TOTAL FEE: \$ _____	Pre-Approved Plans Number # _____	

REVERSE SIDE of Building Permit Application

Zoning Information:

Front Setbacks – A line delineating the minimum allowable distance between a street right of way or an official future street right of way line and the front of a building (roof overhang if any) on a lot. The front building setback line extends the full width of the lot and is parallel to or concentric with the street right of way. If the front property line is not clearly determinable, please contact the appropriate Department of Blount County Government.

Rear Setbacks – A line delineating the minimum allowable distance between the rear property line and a building (roof overhang if any) on a lot (other than for a permitted accessory structure). The rear setback extends the full width of the lot.

Side Setbacks – A line delineating the minimum distance between the side property line and a building on a lot. The side line extends from the front building setback line to the rear building setback line.

Although not initially required, a foundation survey may be required by Blount County Government if actual property boundaries cannot be readily identified. It is the responsibility of the owner or authorized applicant to determine the correct boundaries for the purpose of measuring setbacks. Setbacks may be subject to additional field inspections for confirmation. **Note:** Private deed restrictions or private subdivision restrictions are not enforceable under this permit or building codes.

Stormwater Information:

Grading Permit Criteria – If the site is equal to or greater than one (1) acre, a Tennessee Department of Environmental and Conservation stormwater construction permit is required prior to applying for this permit. This grading permit shall expire one (1) year from the date of issue. After one (1) year, reapplication is required.

- The complete Sediment and Erosion control requirements are set forth in the Blount County Soil Erosion and Sediment Control Resolution, Resolution No. 04-12-016 (www.blounttn.org).

- Grading will not be allowed until erosion and sediment control measures have been installed according to approved plans and inspected.

- The contractor is required to follow the Tennessee Erosion & Sediment Control Handbook, latest edition.

- For land disturbance of one (1) acre or more, a specific individual shall be designated to be responsible for erosion and sediment control on each site. This individual shall have a minimum training of the Level 1 – Fundamentals of Erosion Prevention and Sediment Control Workshop sponsored by TDEC or approved equivalent course. The responsible person must possess a valid certificate of completion.

- The tracking of mud or other debris onto public Right-of-Way will not be tolerated. If that should occur, the contractor must immediately clean such roadway or public Right-of-Way.

- Inspections – The permit holder shall perform inspection of erosion and sediment control measures weekly in dry periods, before anticipated storm events (or a series of storm events as intermittent showers over one (1) or more days) and within twenty-four (24) hours after any rainfall of one-half (0.5) inch or greater within a twenty-four (24) hour period. During prolonged rainfall, daily inspections are necessary. All erosion control shall be repaired as necessary. The permit holder shall maintain record of such checks and repairs.

- An undisturbed vegetative buffer of twenty-five (25) feet (as measured from the top of bank) shall be maintained adjacent to all free flowing waters of the state.

Enforcement – If the permit holder has failed to properly install, maintain, or use proper structural and/or vegetative erosion and sediment control measures as specified on the approved plans, the following shall occur:

- First Offense – Written Warning (Maximum of two (2) days for compliance). If conditions warrant, a Stop Work Order shall be issued immediately.

- Second Offense – Notice of Violation Issued, Stop Work Order issued, and Tennessee Department of Environment and Conservation (TDEC) notification.

- Third Offense – Assessment of a Civil Penalty for each day work continues.

- Each Additional Offense – Civil Penalty for each day of work continues and suspension of the issuance of subsequent permits.

- Failure to Clean Up Site – Permit holder liable for three (3) times the cost of clean up starting with the first offense.

Penalties – Any person who violates any provisions of the Soil Erosion and Sedimentation Control Resolution or any permit condition or who fails to comply with any order issued by the Inspector shall be liable for civil penalty not to exceed two thousand five hundred dollars (\$5,000.00) for each violation per day. Each day during which the violation and/or failure to comply continues shall constitute a separate violation.

Building Safety Information:

- As a general rule, all inspections must be scheduled a minimum of one (1) business day in advance.

Cancellations must be called into the Codes Office a minimum of one (1) hour before the scheduled inspection time or a re-inspection fee will be assessed. Inspection times are scheduled on a first come – first serve basis.

- The Building Official is authorized to issue a permit for the construction of foundations or any other part of a building or structure before the construction documents for the whole building or structure have been submitted, provided that adequate information and detailed statements have been filed complying with pertinent requirements of the adopted codes. The permit holder of such permit shall proceed at the holder's own risk with the building operation and without assurance that a permit for the entire structure will be granted.

- Lot and/or Address numbers must be clearly posted on each permitted site at all times and for each inspection or an automatic rejection will be assessed. Permanent address numbers minimum 3.5 inches are required to be marked, posted, or attached on a contrasting color surface of the building before final inspection.

- Portable toilets must be provided if no other approved facility is available for immediate convenient use by workers, employees, staff, or sub-contractors.

- Approved plans and permit card must be on site at all times and available for each inspection.

- Any building code inspection may be waived if an inspection letter approving work is signed and submitted by an Engineer or Architect for that project currently registered in the State of Tennessee.

- Safe and Accessible project sites are mandatory. If the inspector cannot reasonably access the building site by normal means of transportation, then a rejection of that inspection will result. If the inspector notices any unsafe act(s) or condition(s) at the inspection site, then a rejection of that inspection may result and a complaint will be filed against the permit holder to OSHA by the Blount County Department of Building Safety.

- No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made without approval for a Certificate of Occupancy or Certificate of Completion issued by the Building Official or his designee.



Blount County Government Permit Process

Job Address _____

1. _____ **Zoning Approval** for land or occupancy use (Variance may be required)
2. _____ **Geology / Soils Analysis** (if not on sewer and not already approved development) Must have completed before applying for a Septic Permit. **Allow up to 15 days**
3. _____ **Septic Permit Application** (Payment of Fees / if applicable) Blount County Environmental & Health
4. _____ **Site Evaluation for Drain Field** (if applicable) **Allow up to 10 days**
5. _____ **Stormwater Site Review** (if applicable) **Allow up to 10 days**
6. _____ **State Electrical Permit Application** (Local Utility District)
7. _____ **Building Permit Application**
8. _____ **Zoning Review** (Variance may be required)
9. _____ **Stormwater Review** (May have been completed at the Environmental Site Review) **Allow up to 10 days**
10. _____ **Building Plans Review** (Variance may be required) **Allow up to 5 days residential/10 days commercial**
11. _____ **Issuance of Building Permit** (Payment of Fees)
12. _____ **Schedule Inspections Based on the Inspection Checklist Provided with the Permit**
(Schedule Inspections 1Day in Advance)
13. _____ **Environmental Drain Field Inspection Approval** (Environmental Health Department)
14. _____ **Final State Electrical Inspection Approval** (Local Utility District)
15. _____ **Building Final Inspection Approval** (Site Stabilization, Site Identification, Final Gas, Life Safety)
Schedule at least 1 business day in advance
16. _____ **Certificate of Occupancy** or Certificate of Completion issuance (building may be used or occupied)

This Check List is primarily intended for use in One & Two Family Dwellings
***** Allowable Times are estimates only and could change depending on each individual case *****

To Schedule Inspections, Call: 865-681-9301



BLOUNT COUNTY DEPARTMENT OF DEVELOPMENT SERVICES

1221 McArthur Road
Phone: 865-681-9301

Maryville, TN 37804
Fax: 865-681-9502

Citizen Complaint Form (Please Print)

This form is intended to be used for the sole purpose of reporting environmental health, zoning, stormwater, and building/fire code violations or concerns within the jurisdictional limits of Blount County, TN. All complaints will be investigated that are deemed valid or found to be legally enforceable by the appropriate county department. If the received complaint warrants further action by Blount County, then every measure available to remedy the situation will be utilized. Homeowner Associations and subdivision restrictions/covenants are not enforced by Blount County Government.

Note—complaints will not be investigated unless the plaintiff provides their name, address, and phone number on this form or by any other approved method. Complaints are treated as public record and do not guarantee anonymity.

Plaintiff's Name: _____ Date: _____

Plaintiff's Address: _____
Street City State Zip

Plaintiff's Phone Number: _____ Plaintiff's Email: _____

Name of Person or Business in question: _____

Address of Property in question: _____
Street City State Zip

Please describe the nature of the problem(s): _____

Signature of Plaintiff: _____

For Office Use Only

Department Complaint Assigned to: Environmental Health Zoning StormWater Building/Fire Codes

Date Received: _____ Date Investigated: _____ Date Re-Inspected: _____

Action Taken: _____

Is this property? (occupied by owner) (occupied by renter) (vacant with structure) (vacant without structure)

Are there any supporting documents / photos? Yes No How many previous complaints filed on this property? _____

Signature of Inspector: _____ Date complaint closed: _____

Suggestion: Create Local Government Bingo game cards to have students engage with key terms. Teacher should lead activity by describing key terms and allowing students to place tokens/candy on the answers. Teachers should not simply say key terms, instead give hints and describe terms and let the students find the answer on the bingo board. For example, say, “Knoxville, Nashville, Chattanooga, and Memphis are also referred to as or called ‘blank.’ Then students should place their marker on “Big Four.”

Free bingo card generators:

<https://myfreebingocards.com/bingo-card-generator>

<https://bingobaker.com/>

L	O	C	A	L
Government Bingo				
City Council	<i>The U.S. Constitution</i>	Services	American Democracy	Election Cycle
Zoning	County	Civic Participation	Big Four	Fee Offices
Sheriff	Property Assessor	(TAX) FREE SPACE	County Charter	School Board
Chattanooga	County Mayor	Memphis	City Council Meetings	TN General Assembly
Knoxville	Permit	City	Tennessee State Constitution	Nashville



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W1278B 10/25 25-0233

Programs in agriculture and natural resources, 4-H youth development, family and consumer sciences, and resource development. University of Tennessee Institute of Agriculture, U.S. Department of Agriculture and county governments cooperating. UT Extension provides equal opportunities in programs and employment.