

CanCo Residential Building Permit FAQ's

Q. What codes are the CanCo Planning Department enforcing?

A. The Cannon County Board of Commissioners (BOC) has adopted the 2025 editions of the International Building Code (IBC), the International Residential Code (IRC) and the International Energy Conservation Code (IECC).

Q. Where can I obtain a copy of the adopted codes?

A. The 2025 International Building Code (IBC), the 2025 International Residential Code (IRC) and 2025 International Energy Conservation Code (IEEC) are published by the International Code Council (ICC). The code books can be purchased through the International Code Council or other retail bookstores; Cannon County has subscribed with the ICC for two electronic seats of the IRC AND IECC; these seats can be accessed by coming to the Planning Dept. and logging into the Subscription.

Q. Does the code adopted by the County apply to residential renovations?

A. Yes. But, building Permit regulations apply only to new construction and additions over 30 square feet.

Q. Will the code adopted by the County require residential sprinklers?

A. Sprinklers will not be required for three unit or more townhouses that are separated by a 2-hour fire barrier, regardless of square footage.

Q. Do I need a residential building permit to place a manufactured home or modular home?

A. No. Manufactured and modular homes are inspected at the factory. Manufactured homes must be installed by licensed installers and must have an installation decal applied after completion of the set-up. However, Impact Fees associated with residential building permits still apply.

Q. Where will builders or property owners go to obtain a building permit?

A. Builders or property owners may obtain building permits by either applying in person in the Cannon County Planning Department, 200 W. Main Street Woodbury, TN 37190, or online at <https://cannoncounty.portal.iworq.net/portalhome/cannoncounty>.

Q. Do I need other permits if I have a County residential building permit?

A. The County residential building permit is a building permit only. It is not:

- Grading or fill approval;
- Determination of flood plain compliance;
- A septic or sewer permit;
- An electrical permit; or
- Zoning approval.

The permit does not authorize any violation of any state or local law or regulation or any local ordinance. A permit only gives you the right to build if you are in compliance with all other state and local laws, regulations and ordinances.

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

A. 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. However, anyone hired by the homeowner whose portion is \$25,000 or more would not be exempt from the contractors' licensing requirements.

Q. How do I check to see if my contractor is licensed?

A. You can check it online at verify.tn.gov.

Q. How long is my permit valid?

A. Work must be started within 180 days after the permit is issued. A permit expires upon completion of the work and every building permit expires two years from the date of issuance or upon issuance of a certificate of occupancy, whichever occurs first, unless: (1) the inspector determines that substantial progress has been made in the work authorized by the permit; and (2) the Building Commissioner of Cannon County, or designee thereof, grants an exception in writing after receiving a written request.

Q. Who is responsible for requesting an inspection?

A. The permit holder is solely responsible for requesting an inspection. Subcontractors should not schedule an inspection. Homeowners should only schedule an inspection if the homeowner is the permit holder.

How long will it take to get an inspection?

A. The law requires all inspections to occur within three working days of when the request is made to the inspector, except for footer inspections which are to be performed within one working day of the request. Additionally, the rules allow any inspection to be waived if an inspection letter approving the work is signed and submitted by an architect or engineer currently registered in the State of Tennessee.

Q. How many inspections will be required?

A. Four inspections will be required: the foundation prior to pour, the rough-in/framing, the plumbing and mechanical systems and at final construction. If your foundation is to be a concrete slab under a living space with separately poured (non-monolithic) footing, you will need a fifth inspection.

Q. When should I request an inspection?

A.

- Foundation Inspection - After poles, piers, trenches or basement areas are excavated and any required forms erected and any required reinforcing steel is in place and supported prior to the placing of concrete. The foundation inspection includes excavations for thickened slabs intended for the support of bearing walls, partitions, structural supports, equipment and special requirements for wood foundations. If rebar is required in the footing or slab, it should be in place prior to the inspection. Monolith poured slabs are inspected the same as a footing.
- Slab Foundation Other Than a Monolith Pour Inspection - This occurs when a slab is poured that does not have integral footings. An inspection is required in addition to the foundation inspection. The inspection should be requested after excavation, fill material is placed and compacted, and reinforcement and forms are in place. This is not required for garage slabs, only for slabs of living spaces.

- Rough-In/Framing Inspection - After floor, wall and roof framing; fire stopping; draft stopping; bracing; rough-in plumbing; rough-in mechanical and rough-in electrical are in place. If batt or roll wall insulation is used, it must be in place prior to requesting an inspection. If a plastic vapor barrier is used, it should be installed after the inspection. If loose-fill or spray applied insulation is used, the request should be made before it is installed (a manufacturer's product data sheet and installation certificate stating the product meets or exceeds the energy code will be required).
- Plumbing and mechanical systems inspection.
- Final Inspection - After the permitted work is complete and prior to occupancy.

Q. Can an inspection be waived?

A. Any inspection may be waived if an inspection letter approving the work is signed and submitted by an Architect or Engineer currently registered with the State of Tennessee.

Q. Do I have to pay for reinspection?

A. One re-inspection per permit may be performed without any additional fee. A second or subsequent re-inspection costs \$100 each, which may be paid online or in the Planning Department.

Q. If I have a complaint about an inspector, who do I call?

A. You may call the Planning Department at 615-563-5263.

Q. What happens if my contractor or owner permit changes?

A. If, during the construction process, a property owner hires a contractor or there is a change of contractor, a new permit must be obtained. A refund of any inspection fees for inspections not performed on the original permit may be requested from the Planning Department.

Q. What are the benefits for and costs to citizens in a county with a qualifying one- and two-family residential code?

A.

- First, consumers will have protection from substandard construction and will benefit from the reduced energy costs in soundly constructed homes. The U.S. Department of Energy estimates that homes built to a modern code save 30% to 50% in energy usage costs. Appraisals of energy-efficient homes could be higher than one that does not meet energy standards, which could impact mortgage loan to value ratios positively.
- Identifying any mistakes before they have been concealed by further construction will make any correction less costly. Reputable home builders benefit from having standards that apply to all contractors and from enforcement of those standards.
- Homes built to a residential code are safer.
- Homes required to properly dispose of waste will protect the environment.
- New homeowners in cities and counties with codes that are effectively enforced may benefit from an ISO Building Code Effectiveness Grading System premium discount on their homeowner's insurance. Homes that are constructed meeting higher standards may suffer less damage in a storm, for example, and in the long-term reduced claims would impact risk-based insurance rates.

- Reduced energy costs more than offset applicable permitting and inspection fees in a very short period of time, which impacts the long-term affordability of a residence.

Q. What is the cost of a permit?

A. The permit fee is based on the cost of construction. This fee covers the cost of all required inspections and one free re-inspection; additional re-inspections cost \$100 each. Associated with the permit fee are two impact fees;

- Adequate Facilities Privilege Tax (AFT) - \$0.90 per square foot of heated space; and
- Zoning Compliance Fee (ZCF) - \$0.95 per square foot of heated space.

You can use the Planning Department [ESTIMATOR](#) to establish the total cost of your building permit.

Q. What forms of payment can be used for a Building Permit?

A. The Building Permit can be paid by cash, check or credit card; a 3.5% service charge is added to Credit Card transactions.

Q. Who can obtain a Building Permit?

A. Property owners or their designated agent, such as a developer or contractor.

Q. At what point during the construction process, is a Building Permit required?

A. The Building Permit is required *prior* to disturbing the soil of the construction site.

Q. What information is necessary when completing a Building Permit application?

A. Although there are many required fields in the application, the key fields that **must** be completed before the Building Permit can be submitted are:

- Square Footage, both heated and unheated;
- Location (map and parcel number) of the residential construction site;
- Foundation type (non-monolithic slab-on-grade, monolithic-slab on-grade, or conventional); and
- Estimated construction cost.

Q. How do I apply for a Building Permit?

A. Building Permits can be applied for online at

<https://cannoncounty.portal.iworq.net/portalhome/cannoncounty> , or at the Planning Department Office in the Cannon County courthouse.

Q. What other costs are associated with a Building permit?

A. There are two impact fees associated with a Building Permit: The Adequate Facilities Privilege Tax (see AFT below), and Zoning Compliance Fee (see ZCF below).

Q. What is the Adequate Facilities Tax (AFT)?

A. Proceeds of this tax are applied to the construction of Cannon County Schools; this tax is levied in compliance with Resolution 2019-13 of the Cannon County Board of Commissioners.

Q. What does the Adequate Facilities Tax (AFT) cost?

A. This tax of \$0.90 per square foot of heated space is applicable to new construction and additions over 30 square feet.

Q. When is the AFT due?

A. The AFT is payable when the building permit is issued, but may be deferred, in the form of a tax lien, for one year, or until construction is complete and the residence is ready to be moved into, or the property is sold, whichever occurs first.

Q. Can the AFT be deferred?

A. Yes; the AFT may be deferred, in the form of a tax lien, for one year and that deferral can be extended for a year; two extensions are allowed pending approval of the Planning Department.

Q. Will the AFT be due again at any point?

A. No. It is a one-time tax.

Q. What is the Zoning Compliance Fee (ZCF)?

A. Proceeds of this fee are applied to the administration and enforcement of the Cannon County Zoning Resolution of August 16, 2018 as amended.

Q. What does the Zoning Compliance Fee (ZCF) cost?

A. This fee of \$0.95 per square foot of heated space is applicable to new construction and additions over 30 square feet.

Q. When is the ZCF due?

A. The ZCF is due when the Building Permit is issued.

Q. How is the ZCF paid?

A. The ZCF is payable online by check or credit card, or cash in the Planning Department office.

Q. Will the ZCF be due again at any point?

A. No; it is a one-time fee.

Q. Is a residential building permit necessary to place a manufactured or modular home?

A. No. Manufactured and modular homes are inspected at the factory. Manufactured homes must be installed by licensed installers and must have an installation decal applied after completion of the set-up. If a manufactured home owners chooses to have an inspection of the installation, they should call the Planning Department at (615) 563-5263. Placed manufactured and modular homes are still subject to impact fees; specifically, the Adequate Facilities Tax and the Zoning Compliance fee.

Q. How does a new residence obtain a street address?

A. Once the footing/foundation has been poured, contact the 911 address coordinator, William F Ayers & Associates at 1-800-794-1981