



Permit Type: Crawlspace/Foundation Alteration, Renovation and/or repair:

Permit Required for Crawlspaces and Foundation:

When installing a new vapor barrier, insulation, conducting mold remediation, closing off old vents, and/or mitigating moisture issues with or without the use of mechanical appliances. When conducting any structural foundation repair such as installing helical or push piers, carbon fiber, masonry piers, additional girders, beams, and/or support posts, etc.

Online Permit Submittal Requirements:

1. An online account with My Government Online (MGO) will be required to apply for any permit, you must first create an account. See [How to Create a New User Account for MGO](#) for more information.
2. Completed Online Building Permit Application – Must be complete, accurate and digitally signed / acknowledged. All required fields online are marked by an *(asterisk).
Please Note: It is very critical that the correct information is entered in the online system, especially phone numbers and e-mail addresses. This is how you will be contacted and notified from within the online system.

Online Plan Review Submittal Requirements:

Before uploading documents to MGO see the following document for instructions and guidance: [MGO Uploading and Naming Documents Guidelines](#)

If documents are not uploaded per the specific guidelines your application will be returned and you will be required to “re-upload” the documents. The online system has dedicated places for each required document pending the type of permit application you are applying for. Upload all documents in their respective places accordingly.

Required Documents for Application and Plan Review:

1. Copy of [Contractors License](#)
2. Copy of [General Liability Insurance](#) and [Workers Compensation Certificate](#) with the Town of Farragut listed as the certificate holder.
3. [Homeowner's Affidavit](#) – when a Homeowner applies for the Building Permit #1 and #2 above are not required. The Homeowner will be required to complete the [Homeowners Affidavit Agreement](#). Download the document via the link provided, print the Affidavit and have it notarized. Scan the signed and Notarized Affidavit as a pdf file and upload it to the document center in your project online for review and approval.
4. [Building Plans / Specifications](#) - a description of all work being performed including documentation for products used such as: insulation, ventilation, de-humidifiers, vapor barriers, drain systems, etc. For Structural Foundation repairs provide Engineered Drawings and Specifications that have been Prepared, Sealed, Signed and Dated by a State of TN. Licensed Engineer.

Inspections Required for Crawlspace/Foundations:

1. Final Inspection – A final inspection is all that is required for crawlspace and foundation repairs. For Crawlspaces, the items we typically look at are: Vapor barrier, insulation, venting requirements, access, and radon (per appendix F of 2012 IRC). For Engineered Foundation Repairs, we look at helical or push piers, carbon fiber, beams, etc. prior to covering them up and verify installation follows



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the Engineers Requirements. If footings are required, we will conduct a footing inspection prior to pouring concrete.

(additional inspections may be required depending on the project).

Please see our [Inspections Handout](#) for more information on required inspections.

Please see the [Crawlspace Encapsulation Requirements](#) handout for additional information.

Electrical work shall be permitted and inspected as required by the State Electrical Inspectors Office. For electrical and low voltage inspections, please contact the State Electrical Inspector at (865)-986-6591. State electrical inspections must be completed prior to the Town of Farragut rough-in and final inspections.

IMPORTANT NOTICE: This document subject to errors and omissions. All requirements and the general processes as outlined herein are subject to change and are not or may not be all-inclusive. Every project is unique and could require additional information, inspections, documentation, etc. as determined by the Codes Official(s). The Town of Farragut Codes Official's reserve the right to require engineering by a Registered State of TN Licensed Professional (Engineer) as deemed necessary to ensure all proposed improvements are code compliant at the time of construction.