



**MONTGOMERY COUNTY GOVERNMENT  
BUILDING AND CODES DEPARTMENT**

350 Pageant Lane, Suite 309  
Clarksville, TN 37040  
Phone 931-648-5718 Fax 931-553-5121  
[www.MontgomeryCountyTN.org](http://www.MontgomeryCountyTN.org)  
*Protecting Your Investment*

**HOW TO OBTAIN A RESIDENTIAL PERMIT:**

1. **EFFECTIVE July 1, 2009:** Subdivisions that received Final Plat approval after March 10, 2003, are required to provide a Tennessee Department of Conservation and Environment (TDEC) Notice of Coverage (NOC), in order to obtain a Montgomery County residential building permit for each lot in that subdivision. ALL subdivisions must maintain a TDEC NOC until all construction conducted in the subdivision is complete. An NOC can be obtained from TDEC by following the instructions on the TDEC Website: <http://tennessee.gov/environment/permits/conststrm.shtml>.

2. A parcel of land that has been subdivided after November 1, 1995 will require one of the following:

- **Current Survey** map of parcels to be built on meeting current residential standards for 5 acres or more shall be required.

**OR**

- **Minor Plat** of a parcel will be required for property that is less than 5 acres and the parcel is not in a platted subdivision. This plat must be recorded at the Register of Deeds' office. The Regional Planning Commission 329 Main Street, Clarksville, TN 37040 Phone 931-645-7448. Most surveyors' offices have the information for the minor plat process. Once the process has been completed, this office will need a copy of the recorded minor plat before a building permit will be issued.

The process in obtaining a minor plat is as follows, but may not be limited to:

- Obtain an engineer/surveyor, we suggest that you request to have the surveyor supply you with 15-20 copies
- Make application with the Regional Planning Commission for review, verification/corrections to the plat before proceeding to get signatures (For fees assessed to this application please contact the Regional Planning Commission)
- Hire/obtain a soil consultant for soil mapping
- Obtain all signatures to complete the minor plat, including the final signature at the Regional Planning Commission
- Record at the Register of Deeds

**\*\*NOTE: Completion of a Minor Plat will require all signature blocks to be completed, returned to the RPC for final signature and approval of plat and shall be recorded at the Register of Deeds.**

3. **Montgomery County Control Map, Group, and Parcel ID** shall be obtained from the Assessor of Property.

- **Septic Tank Permit:** This office requires a copy of the septic tank permit. Once installed, a copy of the Certificate of Completion will need to be provided. Septic tank permits are obtained thru the State Department Environment and Conservation Division of Ground Water Protection online at <https://tdec.tn.gov/septic> or 615-687-7000. Lots 5 acres or less created after 1973 are required to have a current survey and 2 soil maps to include the lot it was broken off from.
- Lots 5 acres or less created November 1, 1995 shall complete Minor Plat process listed in item 1.

4. **Culvert/Road Damage Bond:** This office requires a copy of the Culvert/Road Damage Bond (issued by the Montgomery County Highway Department); this may be obtained at the time the minor plat is being signed or prior to obtaining the building permit. Contact the Montgomery County Highway Department, 1213 Highway Dr.; Clarksville, TN 37040, 931-648-5740 **\*\*NOTE:** This office is closed every Friday.
- **If the road frontage is located on a State Highway this office requires a letter issued by TDOT. Contact TDOT 1918 Wilma Rudolph Blvd., Clarksville, TN 37040 931-648-5570**
5. **Street Address:** If in an established subdivision, the Regional Planning Commission will supply this office an address sheet with the addresses assigned to each lot, however the address(s) for a minor plat may be requested at the time the last signature block is signed at the RPC.
6. **Adequate Facilities Tax:** A copy of the Adequate Facilities Tax (AFT) receipt is required at this office. The Adequate Facilities Tax is paid at Register of Deed's for the lot portions only which are less than 5 acres, when recording the plat. The dwelling portion AND lots over 5 acres will be paid here, at the Montgomery County Building & Codes Department.

\*\*All steps shall be completed in order to obtain a building permit; however additional steps may also be required which we are unaware of at the time application is made.

Permit Fee Schedule:

- \$.38 Per square foot for new construction, additions, accessory buildings, and single wide mobile homes to include double wide mobile homes.
- \$105.00 each for Plumbing and HVAC permit
- ALL permits are subject to a \$5.00 archive and records fee