

Procedures Handbook

Business Management

Descriptor Term:

Site Construction and Renovation Projects

Descriptor Code:

EB

Issued:

6/97

Rescinds:

Issued:

Revised 8/01

To ensure consistency in construction/renovation projects, including the installation of equipment, the following outlines requirements and procedures:

I. Approval

A. Approval must be granted from

- 1. Principal at particular site
- 2. Supervisor (Jim French) (594-3633) Maintenance Department
- 3. Supervisor of Physical Education and Health (K-12) (Laura Boring) will give approval for any playground renovation or construction.

B. The Knox County Board of Education must approve proposed projects for renovation of facilities or construction projects according to administrative policy.

C. Submit completed Acknowledge and Release Form (SMO).

II. Possible County Offices Necessary to Contact –

- A. Knox County Code Administration . . . City-County Bldg., Rm. 550; 215-2325
- B. Life Safety or Fire Protection Code . . . City-County Bldg., Rm. 557; 215-2338
- C. American with Disabilities Compliance Act . . City-County Bldg., Rm. 364E; 215-2952
- D. Knox County School Board Requirements for:
 - 1. installation of equipment
 - 2. new construction
 - 3. facility renovations

III. Permits

- A. A permit must be obtained from the County Codes Department.
- B. There is no cost for the permit.
- C. Information required for the permit application includes:
 - 1. Owner’s name, address and phone number
 - 2. Architect’s name and firm, address, phone number and state license number
 - 3. Contractor’s name, address, phone number and state contractors license number

IV. Submission of Plans for Review

- A. New building construction:

Submit two sets of the design package prepared by an architect or an engineering firm including all applicable building and site drawings. These designs shall comply with the adopted State codes (1988 editions of the Standard Building Code, Standard Fire Prevention Code, Standard Mechanical Code, Standard Plumbing Code, Standard Gas Code, and all applicable codes referenced by these codes). Architects and engineers typically tend to these standards as a part of their work on a project.
- B. Existing Interior Renovations, Modification of a Life Safety or Fire Protection Features:

Submit two copies of a floor plan outlining how the space will be changed, including fire walls, egress path, and changes to fire protection systems. If a change of occupance occurs,

1 a floor plan must also be submitted. These floor plans shall comply with the adopted State
2 codes (1988 editions of the Standard Building Code, Standard Fire Prevention Code, Standard
3 Mechanical Code, Standard Plumbing Code, Standard Gas Code, NFPA 101 Life Safety
4 Code, and all applicable codes referenced by these codes). Again the architect or engineering
5 firm will adhere to the applicable codes.
6

7 V. Permit Pick-Up

8 After plans have been reviewed, the permit must be picked up and signed for.
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10 VI. Inspections

11 During the project, arrangements must be made so that several inspections take place in a timely
12 fashion. Inspections are done through the codes department. Depending on the type of project,
13 some or all of the following are necessary:

- 14 1. Foundation inspection
- 15 2. Plumbing and mechanical underground inspections
- 16 3. Framing inspections
- 17 4. Mechanical inspections
- 18 5. Electrical inspections for Life Safety and fire protection features
- 19 6. Fire rated assemblies and fire door inspections
- 20 7. Interior finishes
- 21 8. Compliance with ADA (Americans with Disabilities Act) as it pertains to new construction
22 and renovations
- 23 9. Final inspection
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25 VII. Certificate of Occupancy

26 Following completion of the project and all appropriate inspections, a Certificate of Occupancy
27 will be issued by the Knox County Fire Prevention Bureau, the Knox County Codes Department,
28 and/or the State Fire Marshal's Office as required. Then the facility may be occupied.
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