



CITY OF GERMANTOWN

[Engineering Department](#)

• 1920 South Germantown Rd., Germantown, TN 38138-2815 • Phone (901) 751-5720 • www.germantown-tn.gov

Email To: engineeringpermits@germantown-tn.gov

Stormwater Grading Permit Application Checklist

Applicant Name:	
Address:	
Subdivision:	
Lot:	
Lot Size:	

An application packet will be deemed complete when containing the following:

- Completed [Application](#) Form
- Permit Fee
- [Site Plan](#)*
- TDEC Permit w/ Phased Erosion Control Plan (SWPPP) approved by TDEC (New Home)
- Germantown Fire Department (Sprinkler) Permit, if applicable (New Home)

If the Lot is greater than one (1) acre, in addition to the item above the following items must be submitted:

- [Grading Plan](#)

If the project includes a pool and/or retaining wall:

[Pool Checklist](#)
Retaining Wall Details

***NOTE: Once approved, the site plan shall not change. If a revision to the site plan is required, the applicant must notify the City of Germantown and reapply for the permit.**

[Homebuilder Guidelines](#)



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PERMIT APPLICATION

PROPERTY INFORMATION

PROPERTY ADDRESS: _____ LOT #: _____

SUBDIVISION: _____ PARCEL #: _____

APPLICANT INFORMATION

NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

COMPANY INFORMATION

COMPANY NAME: _____ PHONE NUMBER: _____

ADDRESS: _____

PERMIT TYPE (Select only one type):

Demolition

Grading

TYPE: **GENERAL** **NEW HOME CONSTRUCTION**

ACRES: _____

Foundation

METER TYPE: **1 INCH** **2 INCHES**

Right-of-Way

TYPE: **DRIVEWAY/SIDEWALK/DRAINAGE**
UTILITY

-LINEAR FEET OF CONDUIT INSTALLED: _____

SCHEDULE OF ESTIMATED FEES:

Demolition: \$50

Grading (**General**): \$50

Grading (**New Home Construction**):

- Grading (<1 Acre): \$200
- Grading (>1 Acre): \$600+ \$40 Per Acre

Foundation:

- Foundation Application: \$100 (fees double if fail to obtain approval of Foundation Survey prior to pouring concrete)
- Utility Service Fee (**1" Meter, Sewer**): \$2,000
- Utility Service Fee (**2" Meter, Sewer**): \$2,600

Right-of-Way:

- Right of Way (**Fiber Optic**): \$450 +\$1 per linear foot
- Public Right of Way (**Public Right of Way**): \$100

ADDITIONAL INFORMATION

PROJECT DESCRIPTION: _____

By signing below, I affirm that the information provided in this document is accurate and complete to the best of my knowledge.

Signature of Applicant

Date Signed

Authorized Signature by City of Germantown Engineer or Finance Department Representative Only

Engineer Approval

Date Approved

Payment Received By _____

Date Received _____

THIS DOCUMENT SERVES AS A CONFIRMATION THAT YOUR PERMIT APPLICATION HAS BEEN RECEIVED BY CITY OF GERMANTOWN ENGINEERING DEPARTMENT. IT IS NOT A PERMIT AND DOES NOT AUTHORIZE THE COMMENCEMENT OF ANY WORK UNLESS APPROVED BY A CITY OF GERMANTOWN ENGINEER.



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Site Plan Checklist

Applicant Name:	
Address:	
Subdivision:	
Lot:	

Applicants for residential permit types shall submit a Site Plan drawn to scale with the application containing the following:

- Subdivision Name and Plat Book and Page.
- Lot Number and lot size (SF or AC).
- Dimensions from primary structure to nearest property line (front, sides, and rear).
- All easements, setbacks, and property boundaries.
- (No encroachments are permitted within recorded easements)***
- All utilities services: water meters, sanitary sewer cleanout, electric, gas and storm sewer.
- Building footprint including FFE labeled.
- Proposed Grading: This must demonstrate how the lot will be graded to accommodate building footprint and proposed private improvements. Grading can be indicated by arrows representing direction of drainage flow. Grading shall be in compliance with the approved grading and drainage plan of the subdivision. Contact GIS@germantown-tn.gov to request a copy of approved plan on file.
- 100 year Flood Zone Information, if located within a SFHA.
- Any proposed appurtenances shown and labeled. This shall include, but not limited to:
 - driveways
 - sidewalk
 - Porches
 - irrigation
 - equipment support pads (i.e. hvac, generator, pool equipment pads)
- Any accessory structures shown and labeled. Including, but not limited to:
 - Retaining or decorative wall
 - Detached structures (i.e. shed, carport, pool house, etc.)
 - Outdoor fireplaces
 - Fences
 - Pools, Spas, Jacuzzi's and equipment
- Drainage Improvements: french drains, turf drains, yard inlets, etc
- Trees: Show to (2) trees if required per plat and/or ordinance & show existing tree protection
- North Arrow

***NOTE: Once approved, the site plan shall not change. If a revision to the site plan is required, the applicant must notify the City of Germantown and reapply for the permit.**