

# OAK RUN BUILDING PERMIT

## (GARAGE / SECONDARY BUILDING APPLICATION)

ALL PERMIT APPLICATIONS MUST BE SUBMITTED AT THE POA OFFICE  
A MINIMUM OF **48 HOURS BEFORE** THE SCHEDULED MEETING.

ALL INFORMATION MUST BE SUPPLIED AND HAVE PROPER SIGNATURES  
BEFORE THE PERMIT WILL BE CONSIDERED.

**\*NOTE: Do not submit your building application to  
Knox County until it has been approved by Oak Run.**

DATE RECEIVED (FOR OFFICE USE ONLY)

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**OAK RUN BUILDING PERMIT  
(GARAGE / SECONDARY BUILDING APPLICATION)**

OWNER \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

SUBDIVISION \_\_\_\_\_ LOT \_\_\_\_\_

I propose to erect \_\_\_\_\_

TYPE OF CONSTRUCTION \_\_\_\_\_ EXT. COLOR \_\_\_\_\_

**REQUIREMENTS:**

1. COMPLETED OAK RUN BUILDING PERMIT
2. SURVEY OF LOT
3. ADMINISTRATIVE FEE. (\$250.00)
4. SECURITY DEPOSIT. (\$250.00)
5. IT IS THE RESPONSIBILITY OF THE DEPOSITOR TO CONTACT THE ASSOCIATION OFFICE WITH A CONSTRUCTION START AND FINISH DATE FOR THE PURPOSE OF COLLECTING THE SECURITY DEPOSIT.
6. KNOX COUNTY ZONING PERMIT No# \_\_\_\_\_  
*Do not submit your permit application to Knox County until it has been approved by Oak Run.*

**Please review and become familiar with all applicable Restrictive Covenants, Rules and Regulations as adopted by the Oak Run Property Owner's Association.**

## 1. SITE PLANS (must show)

2 copies of plans must be submitted.

- a. Drawing to scale (1" = 20' preferred)
- b. Basic garage/secondary building lines, plus porches or decks (if applicable)
- c. Distances from front, rear, and side lot lines.
- d. Erosion control plan
- e. Location of driveway
- f. Drainage easements (if applicable)
- g. Meander line (if applicable)
- h. Arrow indicating North

## 2. BUILDING PLANS (must show)

2 copies of plans must be submitted.

- a. Be drawn to scale (1/4" = 1' preferred)
- b. The four basic elevations, with grade notes.
- c. Footing size (36" minimum). Floating slab (4" minimum depth)
- d. All porch and/or decks with foundation depth.
- e. Foundation plan with dimensions and materials to be used.
- f. Minimum overall size 12'x 20'. Maximum overall size 1000 sq. ft.
- g. Specify exterior building materials and color. (sample may be required)
- h. Exterior shall match the primary residence in color and kind.
- i. Specify type, slope and color of roofing materials. (sample may be required)
- j. Exposed foundations of more than two feet must be sided or painted to match the primary building.

## 3. TREE REMOVAL

No live or dead tree over 6 inches in diameter, as measured one foot above ground level, may be cut down or removed from any lot or from common property, for any reason, without prior written consent of the AEC Committee

Strip clearing of lots for the purpose of construction will not be permitted. Site planning and clearing for new construction should be accomplished, insofar as is feasible, in a manner which respects and preserves existing trees, vegetation and land contours. Trees immediately adjacent to the construction site should be protected to avoid damage.

## 4. APPROVAL

Approval by the Committee is not a guarantee that the project can be completed as presented. The owner or contractor must insure that the buildings or structures are located on the property as shown on the site plan. Plan approval by the Committee does not imply responsibility for the actual location of the buildings or structures.

**Approvals are contingent on the accuracy and validity of information contained in the application. Any misrepresentation will void the permit.**

Yes, I have read the Architectural and Environmental Control Rules and Regulations and hereby acknowledge that those requirements will be complied with.

Owner: \_\_\_\_\_ Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

The Oak Run Architectural Control Committee will inform the owner of items not shown in plans or specifications. Until these items are provided, approval will not be granted by the Committee.

Checked by Committee: \_\_\_\_\_ Permit # \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**This form is to be reviewed and signed by the general contractor and the owner, then returned to the Architectural and Environmental Control (AEC) Committee with the pertinent information needed for approval. The permit will not be acted upon until all required information is submitted to the Committee.**

## **GARAGE AND SECONDARY BUILDING CHECK LIST**

APPLICANT: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

\_\_\_\_\_ Survey of Lot

\_\_\_\_\_ Administrative Fee (\$250.00)

\_\_\_\_\_ Security Deposit (\$250.00)

\_\_\_\_\_ County Permit – \*Apply for the County permit after Oak Run’s approval.

### **SITE PLAN**

\_\_\_\_\_ Two copies of plans submitted drawn to scale

\_\_\_\_\_ Basic structure lines including porches and/or decks

\_\_\_\_\_ Distances from front, rear and side property lines

\_\_\_\_\_ Erosion control plan

\_\_\_\_\_ Location of driveway

\_\_\_\_\_ Meander line, drainage easements and arrow indicating North

### **BUILDING PLANS**

\_\_\_\_\_ Two copies of plans submitted drawn to scale

\_\_\_\_\_ Four basic elevations, with grade notes

\_\_\_\_\_ Footing size (36” minimum) Floating slab (4” minimum thickness)

\_\_\_\_\_ Foundation plan with dimensions and materials to be used

\_\_\_\_\_ Minimum overall size 12’ x 20’ Maximum overall size 1000 sq. ft.

\_\_\_\_\_ Exterior building materials and color

\_\_\_\_\_ Must match primary residence in color and kind

\_\_\_\_\_ Foundation over two feet sided or painted to match house

\_\_\_\_\_ Roof materials; slope and color