

# OAK RUN BUILDING PERMIT

## (ROOM ADDITION / REMODEL 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  
(ROOM ADDITION 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. A COMPLETED OAK RUN BUILDING PERMIT.
2. ADMINISTRATIVE FEE. (\$250.00)
3. SECURITY DEPOSIT. (\$250.00)
4. IF ADDING 100% OR MORE TO THE SQUARE FOOTAGE OF THE MAIN FLOOR OF THE PRIMARY STRUCTURE, THE PROJECT WILL BE CONSIDERED A NEW HOME CONSTRUCTION, AND THE FEES AND SECURITY DEPOSIT WILL BE CHARGED ACCORDINGLY.
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. Primary structure plus basic addition lines, porches and decks,
- c. Distances from front, rear, and side lot lines.
- d. Erosion control plan
- e. Location of driveway and septic system or sewer
- f. Drainage easements (if applicable)
- g. Meander line (if applicable)
- h. Arrow indicating North

## 2. ADDITION PLANS (must show)

2 copies of plans must be submitted.

- a. Be drawn to scale (1/4" = 1' preferred)
- b. Basic elevations, with grade notes.
- c. Basic addition lines
- d. Footing size with a continuous depth below grade, (36" minimum).
- c. All porch and/or decks with foundation depth, (36" minimum) required.
- d. Chimney and spark arrestors, (arrestors required).
- e. Foundation plan with dimensions and materials to be used..
- f. Specify exterior building materials and color. (sample may be required)
- g. Specify type, slope and color of roofing materials. (sample may be required)
- h. 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 building permit application for approval. The permit will not be acted upon until all required information is submitted to the Committee.**

## **ROOM ADDITION/ REMODEL CHECK LIST**

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

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

\_\_\_\_\_ 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 and drawn to scale

\_\_\_\_\_ Primary structure plus basic addition lines including porches and/or decks

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

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

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

\_\_\_\_\_ Location of septic system or sewer

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

### **ADDITION PLANS**

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

\_\_\_\_\_ Basic elevations, with grade notes

\_\_\_\_\_ Basic addition lines

\_\_\_\_\_ Footing size with a continuous depth below grade (36” minimum)

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

\_\_\_\_\_ 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