

# Change of Occupancy

## What are the requirements for Change of Occupancy?

**Plans Review** ensures compliance with the city's building codes, zoning rules, and other regulations.

Commercial plans are reviewed within 10-14 working days of their receipt in the Building Inspections Office.

**Applications** for Plans Review must be submitted to:

### **Plans Review & Inspections Division**

City of Knoxville  
400 Main St., Rm 505  
Knoxville, TN 37902

### **Plans Review**

#### **Fees (due at submittal)**

**Based upon valuation of Project**

Mailing Address:  
P.O. Box 1631  
400 W. Main St., Ste 505  
Knoxville, TN 37901-1631  
865-215-2999 Office  
865-215-2627 Fax  
865-215-4830 Inspection Request line

## **What is Change of Occupancy?**

A change of occupancy is a change of occupancy classification as defined in the 2012 Edition, International Building Code, Chapter 3. Examples include insurance office to retail sales, and retail sales to restaurant with 100+ seats.

## **Number of Copies**

Submit four (4) complete sets of plans. Plans must be signed and stamped by State of TN Licensed architect or engineer when the building is 5,000 sq ft or 3 stories or more, and there are proposed fire-rated or structural alterations to the suite or buildings.

## **State-Owned and Educational Buildings**

All state-owned and educational buildings are required to be reviewed by the State of TN. See Tennessee Code Annotated, Title 53, Chapter 25, amended, Public Chapter 875 Acts of 1982.

## **Food Service Buildings**

Food service establishments require additional approval from the Knox County Health Department and KUB.

## **Drawings**

Construction drawings must comply with applicable codes that are adopted by City Ordinances (see list). Drawings should include:

- Plot Plan (see requirements)
- Foundation plan
- Floor plan of each level showing partitions and exit location(s)
- Elevation of proposed structure
- Wall sections of exterior walls (from foundation through roof)
- Wall sections throughout structure (stairs, corridors, tenant separations, etc.)
- Details as required
- Door schedule
- Room finish
- Seating Arrangement (if applicable)
  - a. Aisles provided
- Parking
  - a. Provide H.C Van accessible space per the zoning ordinance
- Plot plan drawn to scale with parking shown as described in Article V, Section 7 of the Zoning Ordinance. Also indicate number of employees, square footage of usable floor area, fixed seats, and number of patient beds if any of the above applies to the use. If apartments, number of apartments and # of bedrooms in each apartment.

- Electrical
  - a. Size of service at the main switch must be shown and the size of conduit feeding this service switch plus the size of the conductor and whether they are aluminum or copper
  - b. If sub-panels are used, the size of the conductor and conduit must be shown and if more than three panels are listed in the building, there must be a panel schedule submitted with the drawing showing whether these panel boards have the main line lugs only or are supplied with a main switch.
  - c. Any outside lighting that is supplied from the main service from within the building must be shown with the size of feeder to same.
  - d. All swimming pools must comply with Article 680 and show the panel for the pool.
- Gas/Mechanical
  - a. All electrical or fuel burning equipment must be AGA approved or listed and installed in accordance with manufacturer's recommendations.
  - b. Isometric drawings for the mechanical room, mechanical equipment, location, piping, and sizing to all gas fixtures.
  - c. Isometric drawings on all electrical or fuel burning equipment, ventilating ducts, cooling and/or heating units with ducts, duct-less vents, vent hoods, make-up air units, cooling towers, cooling boxes, and location of walk-in freezers.
- Plumbing isometric drawing of D.W.V system and all water lines (where applicable)
  - a. Show all existing and future plumbing fixtures on architectural drawing
  - b. Show floor plan and dimensions of handicap bathrooms
  - c. Size and location of roof drains, storm leaders, and overflow drains
  - d. Size and detail of grease interceptors
  - e. Show size of storage tank for discharge of oil from elevator sump
- Fire Alarm Systems
  - a. Smoke and heat detectors
  - b. Manual Alarms
- Fire Protection (if applicable)
  - a. Automatic extinguishing systems
  - b. Standpipe
  - c. Sprinkler systems
- Type of Storage (if applicable)
  - a. Low hazards requirements
  - b. Ordinary hazards requirements
  - c. High hazards requirements
- Ventilating, heating, cooking and other service equipment (if applicable)