

## Town of Dandridge

### Building and Zoning

#### Starting a new business and things to consider.

If you are looking into starting a new business within the City limits of the Town of Dandridge the items listed below are a guide and or steps that you will need to consider and follow.

1. Check with the Dandridge Planning office to determine if the property is properly zoned for the business you are planning to start. There are four (4) different zones for businesses, (B1,B2, B3 and B4) with different uses allowed in each zone. If the property lies in the Historic Overlay zone then approval may be needed from the Historic Planning Commission on certain items.

1A. If the current zoning does not allow the business or use desired, you have the option of requesting a rezoning. This process requires an appearance before the Dandridge Regional Planning Commission for recommendation to the Board of Mayor and Alderman for their approval. Only the owner of the property can request a rezoning. If the Dandridge Regional Planning Commission recommends for rezoning, then the recommendation is forwarded to the Board of Mayor and Alderman. If the Dandridge Regional Planning Commission does not recommend the rezoning you still have the option of proceeding to the Board of Mayor and Alderman to seek the rezoning. The Board of Mayor and Alderman will vote, if they vote for rezoning then this will constitute a first reading, the following month a public hearing will be held and after the public hearing a second reading will occur. If the second reading is for rezoning approval then the property is rezoned to the requested zoning designation.

2. Check on the availability of the utilities that you will need. There may be some extra costs that you might incur depending upon the current available utility locations. For the water and sewer contact the DWMF at (965-397-3696), for electric contact Appalachian Electric at (865-475-2032) and for gas contact Jefferson-Cocke Utility at (865-475-7911).
3. So once the use and zoning are suitable for your business the next step is to get the site or building approved. If this is a new structure, alteration or addition to an existing structure you may need a site plan. The site plan will address issues such as drainage, setbacks, density, parking, landscaping, utilities, signage, emergency access and street access. Each site may require some of these items or all and will need the services of surveyors, engineers or architects to provide the site details and design. The site plan will need approval of the Dandridge Regional Planning Commission. Check with the planning department for further guidelines.
4. If the property has an existing building and your intent is to use the existing building, there may be items that you will need to have reviewed to determine if the building will meet the current building and fire codes. If not then certain items will need to be brought into code before a

Certificate of Occupancy is issued. A building permit will be necessary and a review should be completed with the Building Inspector to determine the scope of work required.

5. A design professional may be necessary to provide detailed plans for new, or altered buildings, with an emphasis being placed on the buildings being constructed per the current code. (IBC, IMC, IPC, IFGC, IFC, IEEC and IEBC 2018 codes and 2017 Standard for accessible and usable buildings.)
6. Once the building and site plans have been approved the next step is a building permit. The permit can be obtained from the Town of Dandridge Building Official's office located at 131 E Main Street Dandridge, TN 37725. There will be a fee associated with the permit along with a fee for the fire inspection. Fees will be based upon the scope of work and final building plans.
7. Once work is started the work should be performed by a commercial contractor and or sub-contractors who are licensed by the State of Tennessee to perform the work.
8. If you are going to be a tenant and leasing an existing building, you will need written permission from the property owner before a building permit is issued. Typically the building owner should be responsible for bringing the building into code compliance for the use desired, however this sometimes falls upon the tenant to perform the work. Remember Life and Safety are the main factors for having building codes and site plans to protect the public and other businesses that may be sharing the same building or site. So as a tenant any change you make could affect the safety of the other businesses plus the overall site.
9. Once the work has been completed and passes a final inspection a Certificate of Occupancy will be provided and the new business will be ready to be opened.
10. It is better to check with the Building and Planning Department before starting a project to protect yourself from unexpected snags that can cause delays plus possible financial loss.

Planning and Building Contact 865-397-7420 Ext 113.