

ORDINANCE

City of Portland, Tennessee

No. 25 - 46

Second Reading

AN ORDINANCE RESCINDING AND REPLACING ORDINANCE NO. 16-39 IN ITS ENTIRTY AND THAT WILL AMEND THE CITY OF PORTLAND MUNICIPAL CODE TITLE 12 ENTITLED "BUILDING, UTILITY, ETC. CODES"

WHEREAS, the City of Portland has reviewed the provisions of Title 12 of the Portland Municipal Code entitled "Building, Utility, Etc. Codes"; and

WHEREAS, recommendations for revisions to the said Title 12 are as follows:

Chapter 1 Building Code

12-102. Modifications.

(2) Delete the entire text of Section 109.2 and replace it with the following:

109.2. Schedule of Permit Fees. On buildings, structures, gas, mechanical, and plumbing systems or alterations/additions requiring a permit, a fee for each permit shall be paid as required, in accordance with the schedule as established by the City of Portland, TN.

Chapter 2 Plumbing Code

12-202. Modifications. The following sections are hereby revised:

(1) Section 101.1. Insert: City of Portland.

(2) Delete the entire text of Section 106.6.2 Fee Schedule and replace it with the following:

106.6.2. Fee Schedule. The fees for all plumbing work shall be as indicated in the City of Portland fee schedule.

(3) Section 106.6.3 Delete: Item 2 & 3 (as added by Ord. #9-38, August 2009)

Chapter 4
Mechanical Code

12-402. Modifications. The following sections are hereby revised:

- (1) Section 101.1. Insert: City of Portland.
- (2) Delete the entire text of Section 106.6.2 Fee Schedule and replace it with the following:
106.5.2. Fee Schedule. The fees for all mechanical work shall be as indicated in the City of Portland fee schedule.
- (3) DOES NOT EXIST IN CODE

Chapter 7
Residential Code

12-702. Modifications. The following sections are hereby revised:

- (1) The name "City of Portland" shall be inserted in Section 101.1.
- (2) Section 106.1.4. Information for construction in flood hazard areas: Revise to read as follows:

R106.1.4 Information for construction in flood hazard areas. For buildings and structures located in whole or in part in flood hazard areas, as established on local floodway rate maps, locally adopted flood plain ordinances shall apply.

- (3) **R108.2 Schedule of permit fees.** On buildings, structures, gas, mechanical, and plumbing systems or alterations/additions requiring a permit, a fee for each permit shall be paid as required in accordance with the schedule as established by the City of Portland, TN.

BUILDING PERMIT FEES	
RESIDENTIAL	
One & Two Family Dwellings	ICC Valuation x .40%
Multi Family (townhouses)	ICC Valuation x 1%
Manufactured Home	\$ 250.00
Additions	ICC Valuation x .40%
Remodels	\$ 0.50 sq. ft.
Plan Review – for all permits	\$ 0.05 per sq. ft.
PRE-FAB Buildings or carports	\$ 200.00
Built offsite brought to house	(200 sq. ft. or more)
Detached Garages / Pole Barns ONSITE BUILT ACCESSORY STRUCTURES	ICC Valuation x 1 %
Decks	0-199 / \$ 100.00 (if applicable) 200 – 400 / \$ 200 401 – larger / \$ 300
Above / On Ground Pool	\$ 150.00
In-Ground Pool	\$ 250.00
Demolition – Partial	\$ 100.00
Demolition - Full	\$ 200.00
House Moving	\$ 100.00
Re-Inspection	\$ 75.00 each after 1 st re-inspection
Certificate of Occupancy	\$ 50.00 – all new construction
Temporary Certificate of Occupancy	\$ 350.00 (Good for 14 calendar days)
Certificate of Completion	\$ 25.00

- All permits, including re-inspections, will incur a \$ 15.00 administrative fee.
- Inspections after one (1) re-inspection will be charged a \$ 75.00 fee for residential and a \$ 100.00 fee for commercial / industrial for each re-inspection required.
- All permits include an initial inspection and one (1) re-inspection at no additional charge.
- All permit and plan review fees will be based on and include under roof, conditioned, unconditioned, porch & garage space sq. ft.
- Minimum residential permit fee will be \$ 50.00.
- Valuation will be based on the most current ICC Valuation Data Table.
- Any work commencing before permit issuance will incur a double fee of the permit – Unless emergency is approved by the Building Official.

BUILDING PERMIT FEES	
COMMERCIAL / INDUSTRIAL	
Commercial	ICC Valuation x 1%
Commercial Additions	ICC Valuation x 1%
Commercial Remodels	\$0.10 per sq. ft.
Industrial	ICC Valuation x 0.25%
Industrial Additions	ICC Valuation x 0.25%
Industrial Remodel	\$0.10 per sq. ft.
Plan Review – for all permits	50 % of permit fee
Commercial Swimming Pool	\$ 500.00
Partial Demolition (commercial / industrial) **	\$ 250.00
Full Demolition (commercial / industrial) **	\$ 500.00
Use & Occupancy Permit	\$ 100.00
Re-Inspection	\$ 100.00 each after 1 st re-inspection
Full Certificate of Occupancy	\$ 500.00
Temporary Certificate of Occupancy - COMMERCIAL	\$ 750.00 (Good for 14 calendar days)
Temporary Certificate of Occupancy - INDUSTRIAL	\$ 1000.00 (Good for 14 calendar days)
Stock & Train Permit	\$ 350.00 (Good for 14 calendar days) this will be in addition to a temporary c/o

- All permits, including re-inspections, will incur a \$ 15.00 administrative fee.
- Inspections after one (1) re-inspection will be charged a \$ 75.00 fee for residential and a \$ 100.00 fee for commercial / industrial for each re-inspection required.
- All permits include an initial inspection and one (1) re-inspection at no additional charge.
- Minimum commercial / industrial permit fee will be \$ 100.00 – except on swimming pools.
- Valuation based on the most current ICC Valuation Data Table.
- Any work commencing before permit issuance will incur a double fee of the permit – Unless emergency is approved by the Building Official.
- **Commercial/Industrial Demolition Permit Applications require an asbestos state certificate.**

PLUMBING PERMIT FEES	
RESIDENTIAL	
New Construction	\$ 0.10 per sq. ft.
Remodel	\$ 75.00
Additions	\$ 0.10 per sq. ft.
Interior Gas Line Inspection	\$ 50.00
Grinder Pumps (Rough-In & Final)	\$ 75.00 (fee to be added to plumbing permit)
Re-Inspection Fee	\$ 75.00 – per occurrence after the 1st
Certificate of Completion – Remodels or Grinder Pumps	\$ 25.00
COMMERCIAL / INDUSTRIAL	
New Construction	\$0.15 per sq. ft.
Plan Review – for all permits	50% of permit fee
Additions	\$0.15 per sq. ft.
Remodels	\$ 0.10 per sq. ft.
Change-Out	\$ 100.00 per unit
Interior Gas Line Inspection	\$ 100.00
Grease Trap 1000 Gallon	\$ 150.00
1500 Gallon	\$ 200.00
2000 Gallon	\$ 250.00
Under Sink	\$ 100.00
Grinder Pumps (Rough-In & Final)	\$ 125.00 (fee to be added to plumbing permit)
Hotel per-floor Final Inspection	\$ 350.00 per floor
Re-Inspection Fee	\$ 100.00 each after 1 st re-inspection
Certificate of Completion – Remodels, Change-Out, Grease Traps, Gas Line, Grinder Pumps	\$ 50.00

- All permits, including re-inspections, will incur a \$ 15.00 administrative fee.
- Inspections after one (1) re-inspection will be charged a \$ 75.00 fee for residential and a \$ 100.00 fee for commercial / industrial for each re-inspection required.
- All permits include an initial inspection and one (1) re-inspection at no additional charge.
- Minimum plumbing permit fee residential will be \$ 50.00 – except on swimming pools.
- Minimum plumbing permit fee commercial/industrial will be \$ 100.00 – except on swimming pools.
- Valuation based on the most current ICC Valuation Data Table or sq. ft. of project.
- Any work commencing before permit issuance will incur a double fee of the permit – Unless emergency is approved by the Building Official.

MECHANICAL PERMIT FEES	
RESIDENTIAL	
New Construction	\$ 0.10 per sq. ft.
Remodel or Change-Out	\$ 75.00
Additions	\$ 0.10 per sq. ft.
Fireplaces	\$ 50.00 each
Interior Gas Line Inspection	\$ 50.00
Re-Inspection Fee	\$ 75.00 – per occurrence after the 1st
Certificate of Completion – Remodels, Change-Outs, Fireplaces, Gas Lines	\$ 25.00
COMMERCIAL / INDUSTRIAL	
New Construction	\$0.15 per sq. ft.
Plan Review – for all permits	50 % of permit fee
Additions	\$0.15 per sq. ft.
Remodels	\$0.10 per sq. ft.
Change-Outs	\$ 100.00 per unit
Interior Gas Line Inspection	\$ 100.00
Fireplaces	\$ 100.00 each
Mechanical Hood without Suppression	\$ 150.00
Walk-In Coolers or Freezers	\$ 75.00 – per cooler or freezer
Hotel per-floor Final Inspection	\$ 350.00 per floor
Re-Inspection	\$ 100.00 each after 1 st re-inspection
Certificate of Completion – Remodels, Change-Outs, Gas Lines, Hoods without suppression, walk-in cooler/freezer	\$ 50.00

- All permits, including re-inspections, will incur a \$ 15.00 administrative fee.
- Inspections after one (1) re-inspection will be charged a \$ 75.00 fee for residential and a \$ 100.00 fee for commercial / industrial for each re-inspection required.
- All permits include an initial inspection and one (1) re-inspection at no additional charge.
- Minimum mechanical permit fee residential - \$ 50.00
- Minimum mechanical permit fee commercial/industrial - \$ 100.00.
- Valuation based on the most current ICC Valuation Data Table or sq. ft. of project.
- Any work commencing before permit issuance will incur a double fee of the permit – Unless emergency is approved by the Building Official.

FIRE PROTECTION PERMIT FEES	
Fire Protection Permit Fee	1 % of job cost + \$ 50.00
Fire Protection Plan Review	50% of permit fee
Mechanical Hood with Suppression	\$ 150.00 per hood
Fire Department Standby	Contact Fire Department for Rates and Fees

- All permits, including re-inspections, will incur a \$ 15.00 administrative fee.
- Inspections after one (1) re-inspection will be charged a \$ 75.00 fee for residential and a \$ 100.00 fee for commercial / industrial for each re-inspection required.
- All permits include an initial inspection and one (1) re-inspection at no additional charge.
- Minimum fire protection permit fee will be \$ 100.00
- Valuation based on the written, agreed, and signed contract amount.
- Any work commencing before permit issuance will incur a double fee of the permit – Unless emergency is approved by the Building Official.

Chapter 15
Planning and Zoning Fee

SECTION

12-1501. Planning and Zoning Fees.

12-1501. Planning and Zoning Fees. Planning and Zoning fees shall be charged by the City of Portland as indicated below:

Planning Fee Schedule

Subdivisions

Name	Application	New Proposed Fee
Concept	Subdivisions	\$150 Plus \$5 per lot
Preliminary Plat	Subdivisions	\$300 Plus \$25 per lot
Final Plat	Subdivisions	\$500 Plus \$25 per lot

Site Plans

Name	Application	New Proposed Fee
No Building	Site Plans	\$200
Up to 10,000 Sq. Ft.	Site Plans	\$500
Over 10,000 Sq. Ft.	Site Plans	\$500 plus \$0.10 per Sq. Ft.
Maximum Site Plan Fee	Site Plans	\$2000

Rezoning and Annexation

Name	Application	Proposed Fee
Annexation	Annexation	\$500
Annexation- Non Contiguous	Annexation	\$1000
Up to 0.99 Acres	Rezoning	\$300
1 - 9 Acres	Rezoning	\$350
10 - 19 Acres	Rezoning	\$400
20 - 49 Acres	Rezoning	\$500
50 - 99 Acres	Rezoning	\$600
100 Acres or more	Rezoning	\$700

Planned Unit Development

Name	Application	New Proposed Fee
Preliminary Master Development Plan	Planned Unit Development	\$1000 plus \$.02 per sq. ft. of non residential building and \$10/dwelling unit

Final Master Development Plan

Planned Unit Development

\$1000 plus \$.02 per sq.
ft. of non residential
building and
\$10/dwelling unit

Temporary Uses

Name	Application	New Proposed Fee
Special Events Permit	Temporary	\$25
Special Event Plan Review	Temporary	\$50

MISC

Name	Application	New Proposed Fee
Board of Zoning Appeals	MISC	\$500
Right of Way Abandonment	MISC	\$100
Subdivision Regulations Amendment	MISC	\$100
Land Use Plan Amendment	MISC	\$100
Plan Amendment	MISC	\$100
Zoning Ordinance Amendment	MISC	\$200
Zoning Letter	MISC	\$50

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland, Tennessee that the amendments to Title 12, of the City of Portland Municipal Code is hereby approved; and

BE IT FURTHER ORDAINED that this Ordinance shall become effective on October 1, 2025, the public welfare requiring it.



Mike Callis, Mayor

Attest: Tracy Kizer, City Recorder

Passed First Reading: July 21, 2025

Passed Second Reading: August 18, 2025