

## **BUILDING CODE MODIFICATION REQUESTS (BCMR)**

Modifications to the building codes must be properly applied for, documented, substantiated, and reviewed and either accepted or rejected by the Building Official.

At no cost, the owner or owner's authorized agent shall complete the application filling out all fields and descriptions. In the case of a project requiring the services of a State of Tennessee architect or engineer, the application must be completed by the licensed architect or engineer and be signed and sealed in accordance with Tennessee State Board of Architectural & Engineer Examiners Rules of Professional Conduct.

In addition to completing the application, the applicant shall also submit all supporting documentation, drawings, diagrams, interpretations, examples, calculations, test reports, etc., so as to justify the request. The ASCE 7 Hazard tool can be found [here](#). Vague or incomplete applications will be returned for resubmission.

Upon receipt of a BCMR, City staff will gather to discuss the merits of the request, whether the request meets the intent and purpose of the Code, and determine whether the health, accessibility, life and fire safety or structural requirements have not been reduced or harmed. The Building Official will either approve, reject or ask that the applicant revise the request. Upon receipt of a rejected request, the applicant (at his/her discretion and expense) has the right to challenge the determination through the appeals process to the [Construction Appeals Board](#) as granted by IBC Section 113-BOARD OF APPEALS.

Completed Building Code Modification Requests shall be submitted via email to [bldginspections@knoxvilletn.gov](mailto:bldginspections@knoxvilletn.gov). City staff will review your request as soon as possible and will inform you of the results via email.



# CITY OF KNOXVILLE

## BUILDING CODE MODIFICATION REQUEST

- Fill out the form completely. Incomplete requests will be returned for resubmission. If you do not have a Plan/Case/Permit Number, please provide the address.
- Email this form and supporting documentation to [bldginspections@knoxvilletn.gov](mailto:bldginspections@knoxvilletn.gov)

DATE: \_\_\_\_\_ PLAN/CASE NUMBER: \_\_\_\_\_  
 PERMIT NUMBER: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_

I \_\_\_\_\_, on behalf of \_\_\_\_\_  
 Request a modification to the International Building Code in accordance with the City of Knoxville Ordinance #O-180-2018, Section 104.10.

### Describe the Modification Request in detail:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

### ----- FOR OFFICE USE ONLY -----

Request Approved      Request Denied      Provide Additional Information

### Notes:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signed: \_\_\_\_\_, Building Official

Office Tracking Number: \_\_\_\_\_