

Category:	Procedure:	
Facility Expansion Program	Third-Party Funded Construction	
Descriptor Code:	Issued Date:	Revised Date:
AP-F-110	September 2015	October 2021

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The following procedure is established to align with Board of Education Policies F-110 and F-120, where a proposed project will be financed by sources outside the school system.

BOARD OF EDUCATION APPROVAL

Board of Education approval will normally be accomplished in a two-step process.

1. Request board approval of the project concept. This assures the requestor that the board agrees with the project and provides a level of confidence in pursuing funding for the project.
 - a. Obtain a copy of the form (FA-100) either from the Knox County Schools web site or by contacting the KCS Facilities Department.
 - b. Complete the form and submit it to the Facilities Department with a copy of the preliminary design of the proposed project.
 - c. The Facilities Department will review the design and once satisfied that there are no inherent concerns, will submit it to the Superintendent with a recommendation that it be added to the next BOE agenda.
2. Request final approval once full financing has been obtained.
 - a. Final approval of a proposed project will be granted only after confirmation that full financing is in place.
 - b. Once the School Board has approved the project, a construction permit must be obtained.

Note: Final approval of a project may be requested if full financing is available when the original request is made to the BOE.

CONSTRUCTION PERMIT PROCEDURE

The following steps shall be taken prior to any work being done on the project. The principal of the requesting school shall designate one school level employee to be the contact person for the project. That person shall be responsible for ensuring that the following steps are taken.

1. The preliminary drawings used for board approval are generally inadequate for permitting and construction of the project. Stamped/signed plans must be obtained from a licensed architect and/or engineer.

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2 2. A copy of the plans shall be taken to the Metropolitan Planning Commission located on the fourth
3 floor of the City County Building to obtain a correct address form. Several questions must be
4 answered and the project address verified.
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- 6 3. Two sets of plans shall be submitted to the Knox County Codes Plan Review Department for review
7 and approval. This process normally takes about two weeks. Note: Please contact the Facilities
8 Department for assistance when the submittals are ready to be made (865-594-1558).
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- 10 4. Both the Knox County Plans Review Department and the Knox County Fire Marshal's office will
11 conduct reviews of the documents. Comments and required modifications will be noted on the plans
12 and must be addressed by the professional of record.
13
- 14 5. Once all comments and questions have been satisfactorily addressed, the Plans Review Department
15 will issue a building permit for the project. Generally, they will notify the Facilities Department that
16 the permit is ready.
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- 18 6. Additionally, two (2) sets of plans shall also be submitted to the Knox County Schools Facilities
19 Director along with a completed copy of the Board of Education Approval form and evidence that
20 the funding is in place for the construction of the project.
21
- 22 7. While the Knox County review process is taking place, final approval will be requested as an agenda
23 item on the next scheduled BOE meeting.
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- 25 8. Once final approval has been granted by all parties, the permit must be picked up at Knox County
26 Plans Review Department by a contractor licensed by the State of Tennessee (when the total project
27 cost exceeds \$25,000.00). The contractor shall be responsible for fulfilling the requirements of
28 construction of the project.
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- 30 9. The school level representative shall be responsible for coordination of the project with the contractor
31 and shall make certain that all required inspections occur.
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- 33 10. Additionally, a Facilities Department representative will be assigned to assist and answer questions
34 as needed.
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- 36 11. The school level representative shall be responsible for all documentation and inspection reports that
37 must be turned over to the Knox County Schools Maintenance & Operations (KCSMO) Department.
38 After each inspection, fax the inspection report to the attention of Chris Towe at 865-594-1352.
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- 40 12. The approved set of plans must be on the job site at all times.
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- 42 13. During the final inspection, representatives of the Facilities Department and the KCSMO
43 Department shall be present with the school level representative. Once the project has passed final
44 inspection and a Certificate of Occupancy has been issued by the Knox County Codes Department,
45 all documentation shall be submitted to the Facilities Department for final review.
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47 Once the Facilities Department is satisfied that all work has been completed in accordance with the contract
48 documents submitted, all documentation will be turned over to the KCSMO Department for archiving.
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