

Building and Codes Department

Memorandum

Date: 11/19/2007 - Updated
To: All Interested Parties
From: Steve Mills, Director of Building and Codes
RE: Licensed Registrant Required

This memo is intended as an aide for design and construction professionals, as well as the general public, in understanding the laws of the State of Tennessee relating to the use of a "licensed registrant" and how such requirements might apply to the plan review process for the City of Hendersonville. This memo is not to be considered an exhaustive discussion regarding these requirements nor is it necessarily the official position of the Tennessee State Board of Architectural and Engineering Examiners (A&E Board). Please note that the City of Hendersonville has not adopted any local requirement that might regulate or mandate the use of licensed registrants. Due to that fact, any position noted here will therefore remain subject to a final determination when made by the A&E Board on any specific issue. For any additional information or determination you may individually contact the A&E Board and/or its Executive Director John Cothron by calling (615) 741-3221.

- A. Free-standing buildings 5000 square feet or more in total gross area – **Licensed registrant required.**
- B. Free-standing buildings three (3) or more stories – **Licensed registrant required.**
- C. Free-standing buildings classified as "Assembly", "Educational" or "Institutional" regardless of size or stories – **Licensed registrant required.** Please note that these occupancy classifications are based on the 1985 Edition of the Standard Building Code.
- B. Tenant Build-outs
 - 1. A licensed registrant must prepare the plans for a tenant build-out, regardless of the square footage involved, in a **multi-story building** that exceeds 5000 square feet.

Exception: If the proposed tenant space is less than 5000 square feet in area and has a minimum of two-hour separation provided between all other tenants or spaces then a licensed registrant is not required. The two-hour separation must be already in place for this exception to apply. This

exception is limited to “B” Business, “F” Factory/Industrial, “M” Mercantile, “R” Residential and “S” Storage occupancies.

2. A licensed registrant must prepare the plans for a tenant build-out, regardless of the square footage involved, in a **single-story building** that exceeds 5000 square feet.

Exception 1: If the proposed tenant space is less than 5000 square feet in area, has a minimum of one-hour separation provided between all other tenants or spaces and a minimum of two exits then a **licensed registrant is not required**. The one-hour separation must be already in place for this exception to apply. This exception is limited to “B” Business or “M” Mercantile occupancies.

Exception 2: If the proposed tenant space meets the conditions and limitations of the multi-level structure requirements noted above then a **licensed registrant is not required**.

- C. Existing interior space – Normal maintenance or remodeling of an existing interior space in an existing building where the use and floor plan do not change but upgrades are needed, such as, remove and replace finishes (wall, floor, ceiling, where these are not a part of required fire ratings), change light bulbs or filters, and rearrange prefabricated partitions. **Licensed registrant is not required**.

All interpretations noted above are not intended in any way to set aside or modify any provision of State Law, any A&E Board's Ruling nor to be considered as an exhaustive statement of the A&E Board's minimum requirements

Should the A&E Board issue a final determination regarding a specific project or issue to come before them, such position once documented will then become the official position of the City of Hendersonville Department of Building & Codes.

Further assistance and clarification please refer to the “*Reference Manual for Building Officials and Design Professionals*” which can be found on the A&E Board's website.