

City of Hendersonville, TN

Plan Submittal Checklist

Department of Building & Codes

(Projects where stamped plans are not required)

Plans are required to be submitted for plan review prior to permit issuance for all non-single family residential projects. Any exceptions to this requirement must have prior approval by the Director of Building and Codes or his designee. Any such submittal, although not required to be stamped by a licensed registrant, shall include four (4) complete sets of drawings, including but not limited to: floor plans, typical wall details, plumbing, mechanical, electrical, fire protection and life safety. Where no plumbing, mechanical or electrical work is proposed then only three (3) sets of drawings may be required. As part of a complete submittal a detailed Code Summary should be provided which would adequately address the following information:

1. Name of the project and summary description of the proposed work.
2. Statement to the fact the drawings were prepared in accordance with the following applicable codes:
 - 2006 International Building, Plumbing, Mechanical, Fuel Gas and Energy Conservation Codes
 - 2002 National Electrical Code
 - Volume 1-C of the North Carolina State Building Code with 2004 Revisions
3. Specify construction type based on the code.
4. Specify occupancy group(s) and whether separated or non-separated use.
5. Provide building area and number of stories.
6. Note maximum occupant content and individual room/space usage.
7. Note any fire protection systems such as fire alarms, smoke detectors and sprinklers.
8. Show and provide detail on rated walls, floors, ceilings, roofs, doors and etc.
9. Show location of all exits and maximum travel distance to those exits.
10. If applicable, approved site/plot plan showing any distances of less than 30 ft. to other buildings, streets, alleys, or public ways.

All drawings for additions, tenant build-outs, and renovations must show the project location in relation to the entire existing floor or structure of the building in which or upon which it will be constructed.

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