

City of Hendersonville, TN
Department of Building & Codes
How to Obtain a NON-SINGLE FAMILY Building Permit

Summary

Prior to starting a construction project, building plans drawn to an appropriate scale must be submitted to the Building and Codes Department for review. State Law in many situations require that plans be prepared and stamped by a State registered architect and/or engineer. Once plan review has been completed and all parties have signed off, a permit may then be issued. Various inspections are required throughout the term of the project to insure full compliance with the reviewed and approved plans and all applicable codes. Once the project is done and all final inspections have been successfully completed, a Certificate of Occupancy and/or Use & Occupancy Permit may be issued by the Planning Department.

The procedure noted above applies to all non-single family new structures, tenant build-outs, additions and repairs to existing structures and other work as required by code to obtain a permit.

I. MINIMUM INFORMATION REQUIRED FOR PLAN SUBMITTAL

A. New Commercial Buildings, Additions, and Exterior Renovations

1. Completed Request for Building Permit;
2. Four (4) complete sets of plans prepared and stamped by a Tennessee registered architect and/or engineer. State Law allows for certain limited scope projects to be prepared by a non-registrant. For more specific information you can contact the Tennessee State Board of Architectural and Engineering Examiners (615) 741-3221 or refer to Building & Codes Department Memorandum – Licensed Registrant Required dated August 21, 2007. Plans should include but not be limited to architectural, structural, plumbing, mechanical, electrical, fire protection and foundation details. A project summary and/or code analysis should also be included;
3. Two (2) sets of specifications, if included as a separate document, for the proposed work;
4. Copy of your current State of Tennessee General Contractor's License. Any project exceeding \$25,000.00 in construction value requires a State Licensed General Contractor.
5. Proof of Worker's Compensation coverage in accordance with State Law.
6. A valid City of Hendersonville Permit Bond. Your insurance and/or bonding company must use the City of Hendersonville's standard permit bond form. A copy can be sent to your insurance company at their request.

B. Tenant Finishes

1. Completed Request for Building Permit;
2. Four (4) complete sets of plans prepared and stamped by a Tennessee registered architect and/or engineer. State Law allows for certain limited scope projects to be prepared by a non-registrant. For more specific information you can contact the Tennessee State Board of Architectural and Engineering Examiners (615) 741-3221 or refer to Building & Codes Department Memorandum – Licensed Registrant Required dated August 21, 2007. Plans should include but not be limited to architectural, structural, plumbing, mechanical, electrical and fire protection details. A project summary and/or code analysis should also be included;
3. Two (2) sets of specifications, if included as a separate document, for the proposed work;
4. Copy of your current State of Tennessee General Contractor's License. Any project exceeding \$25,000.00 in construction value requires a State Licensed General Contractor.
5. Proof of Worker's Compensation coverage in accordance with State Law.
6. A valid City of Hendersonville Permit Bond. Your insurance and/or bonding company must use the City of Hendersonville's standard permit bond form. A copy can be forwarded to your insurance company at their request.

All new commercial buildings, additions and/or exterior renovations normally require prior approval from the Hendersonville Regional Planning Commission and/or the Planning Department as a staff reviewed project before an application for building permit should be requested.

Plan review and permit fees are collected at time of permit issuance. Once the final building plan review is completed and the specific project details are then entered into the permit system and prior to permit issuance an accurate total of all required fees can be successfully calculated. A preliminary estimate for budgeting purposes can be provided at any time if needed, although a final total for all required fees to be paid will be determined once the permit is actually entered into the system and a Due Invoice is generated.

II. THE PLAN REVIEW PROCESS

Once building plans are submitted for review and permit, they will be reviewed by the Building and Codes Department (Building, Plumbing and Mechanical), the State Electrical Inspector and the local Fire Marshal. Issues that may require re-submittal or an addendum prior to permit issuance will be communicated to the applicant by each affected department and/or agency. Once the plan review process has been completed, and all affected departments and/or agencies have signed off, the required permit(s) may be issued.

III. PERMIT AND PLAN REVIEW FEES

Once the plan review process has been completed the required permit(s) may then be issued upon payment of all appropriate required fees. Permit fees for new construction and additions are based on "permit valuation" which is automatically calculated based on type of construction, occupancy classification and square footage. Plan review fees will also be collected at permit issuance and are calculated at fifty percent (50%) of the required permit fee. All checks are to be made payable to the City of Hendersonville. As an added service the City of Hendersonville will collect here any applicable Sumner County's Residential and/or Industrial Adequate Facilities Tax and forward such amounts to the County. If you are interested in online permitting and payments please feel free to contact the Building & Codes office at (615) 822-3802 or go online at <http://hvilletn.kbshost.com/buildingandcodes.aspx> and then select the *Building Department.com* icon at the bottom of the page.

IV. BUILDING/PLUMBING/MECHANICAL INSPECTIONS

City inspectors will be conducting routine and/or required inspections during the entire construction process. It is the responsibility of the contractor to officially request and schedule all required inspections by calling the automated Building & Codes Department Inspection Line at 590-4642. Inspection requests may also be requested online and in person at the Building & Codes office. Typical inspections that may be required will include footings/foundations, rough-in framing, mechanical, above ceiling, plumbing, water and sewer, sheathing and final. If a re-inspection is required, a \$25 fee may be required before the re-inspection will be performed.

Note: All **electrical permits**, including low voltage permits, are issued by the State of Tennessee. Such permits can be purchased between the hours of 9:00 a.m. and 1:00 p.m., Monday thru Friday at City Hall. To speak to the Electrical Permit Issue Agent please call 822-4440. All **electrical inspections** are conducted by the State Electrical Inspector. The City does not schedule or supervise the State Electrical Inspector's operation but does attempt to coordinate its inspections along with the State's inspections to hopefully reduce possible delays and confusion. To schedule an electrical inspection, the State Electrical Inspector requests that you fax your request to 264-3605.

V. SPECIAL INSPECTIONS

All special inspections where an engineer may or may not be required must be coordinated with the Building & Codes Department. The original stamped approval letter from the engineer and/or special inspector must be submitted to the Building & Codes Department prior to the next regular scheduled inspection. Such affidavits in lieu of required inspections are only permitted where a representative of this Department has given prior authorization for such a procedure.

VI. CONSTRUCTION TRAILERS

A temporary construction/office trailer may be placed on a construction site for a period of not to exceed one (1) year at a location specified on a site plan and approved by the Planning Commission or its designee. Continued use of the trailer on the site beyond the first year requires annual renewal and approval by the Planning Commission or its designee. For further information please contact Nick Seivers in the Planning Office at (615) 264-5316.

VII. SIGNAGE

The issuance of a building permit does not authorize any temporary or permanent signage. All signage must be approved and permitted separately. A comprehensive sign package which should include all signs (temporary or permanent, wall or ground) must be submitted to the Planning Department for review, approval, and the eventual issuance of a permit before installation. For further information please contact Nick Seivers in the Planning Office at (615) 264-5316.

City of Hendersonville Building and Codes Department 615-822-3802

Created 11/20/2007 12:53 PM