

# City of Hendersonville



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**Building Department Policy #18-003**

September 6, 2018

## **Permitting Procedures for AS-BUILD Construction**

A building permit is required from the City of Hendersonville for any construction work as indicated in the latest adopted Building Codes. When work is performed without the benefit of a permit, that work becomes illegal construction. A building permit helps ensure that the work performed meets the minimum Building Code requirements through the inspection process by Certified Building Inspectors.

When work is performed without the benefit of a permit, it is referred to as As-Built construction. The following are the procedures to obtain a permit for As-Built construction, along with the inspection requirements to final the permit.

### **Permit and Plan Requirements**

The permit applicant is to provide the following:

1. A completed permit application
2. PDF sent to [codes@hvilletn.org](mailto:codes@hvilletn.org) or bring paper copies/flash drive, etc. showing:
  - a. Plot plan
  - b. Floor plan
  - c. Elevation
  - d. Framing, plumbing, electrical, mechanical details when applicable
3. Application to paid permit fees (double fees for work without a permit).

### **Plan Review Requirements**

After the permit application has been received, the plans will be reviewed for code compliance. The Plan Examiner will make notations on the plans or prepare a plan review comment list for the permit applicant. If a comment list is prepared by the Plans Examiner, the permit applicant will be required to make the necessary changes to the plans and resubmit for review.

<b>Mayor</b> Jamie Clary	<b>Ward One</b>	<b>Ward Two</b>	<b>Ward Three</b>	<b>Ward Four</b>	<b>Ward Five</b>	<b>Ward Six</b>
<b>Vice Mayor</b> Jim Waters	Mark A. Skidmore	Lee Peterson	Bob Garza	Karen Dixon	Rachel Collins	Jim Waters
	Mark Burgdorf	Michael Martin	Jeffrey Sasse	Terri Goodwin	Janna Garton	Dr. Eddie Roberson

Please note that the Plans Examiner may require certain portions of the plans to be reviewed and stamped and signed by a licensed engineer or architect.

### **Inspection Procedures**

After the permit is issued, the permit holder is required to request an inspection of the asbuilt work. The Certified Building Inspector will inspect said work and may require one or all of the following:

1. Expose a portion or portions of the foundation so the size and depth can be determined.
2. Provide a written verification form from a certified testing agency that reinforcing steel has been installed. Ultrasonic non-destructive testing is an option.
3. Remove drywall as indicated by the Building Inspector to verify, anchor bolts, ceiling joists, rafters, hanger attachments, electrical, plumbing and mechanical work, etc.
4. The permit holder will remove all areas indicated by the Building Inspector and recall for inspection. The Building Inspector will reinspect the work performed and either approve the work or provide a correction notice for further work to be performed. The Building Inspector may require a structural engineer to review work performed and letter indicating work performed is correct and safe.
5. After all work is inspected and approved, the Building Inspector will final the permit and said work is now permitted.