



City of Hendersonville
 Building & Codes Department
 101 Maple Drive North
 Hendersonville, TN 37075

COMMERCIAL PLAN SUBMITTAL CHECKLIST

**THE FOLLOWING ITEMS ARE REQUIRED FOR A COMPLETE PLAN SUBMITTAL.
 INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED; PLEASE READ CAREFULLY!
 PLEASE CHECK WITH THE PERMIT TECHNICIAN FOR REQUIREMENTS.**

JOB ADDRESS: _____

APPLICATION #: _____

<p><u>ONE (1) PDF SITE PLAN AND ONE (1) COMPLETE BUILDING SET ARE REQUIRED.</u> Send by email to codes@hvilletn.org or bring paper copies/flash drives etc to Building & Codes Department</p>
SITE PLAN: See site plan requirements on back of this sheet
GRADING AND DRAINAGE PLANS: See site plan requirements on back of this sheet
FLOOR PLANS: Fully dimensioned with square footage summary, room uses labeled, hold-down and shear wall locations/schedules, fire separation between house and garage, window/door sizes and types, mechanical and plumbing appliance locations, ceiling heights, insulation, stairs and stair details, etc.
ELEVATIONS: All four sides of the structure showing doors, windows, chimneys, roof pitch, building height, type of exterior finishes, grade level and slopes, roof type, etc.
CROSS SECTIONS: Structural sections, insulation locations/R-values, ceiling heights, referenced details, earth to wood clearances, typical finishes, etc.
FOUNDATION PLAN: Fully dimensioned, location of braced/shear walls and hold-downs, shear/hold-down schedules, grade of rebar, strength of concrete, pier sizes/locations, reinforcement, footing locations, cripple walls, etc.
FLOOR FRAMING PLAN: Floor joist size/type/spacing, girder size/type/spacing, species and grades, post locations, girder to post connections, cripple wall framing, mechanical hardware, blocking, floor sheathing type/attachment, etc.
ELECTRICAL PLANS: Lights, switches, receptacle outlets, GFCI/AFCI outlet locations, minimum electrical notes, main/sub-panel locations, energy lighting requirements, etc.
MECHANICAL/FUEL GAS PLANS: Duct supply and makeup type/size/location, duct sizing, and register sizing per the IMC, IFGC (if applicable). Gas line sizing plans for high demand gas appliances (instantaneous water heaters, swimming pool heaters, etc).
PLUMBING PLANS: Location and identification of all plumbing fixtures, size of water service, size of gas service, location and type of water heater, etc.
ROOF FRAMING PLAN: Truss and/or rafter type/spacing, top plate connection details, bracing details, ceiling joist framing/attachment, beam types/sizes, material species/grades, mechanical hardware, post sizes/locations, ventilation, bearing walls identified, etc.
TRUSS CALCULATIONS: 2 wet stamped/signed sets indicating the applicable ground/roof snow load with a wet stamped/signed letter of compliance from Engineer of Record
STRUCTURAL DETAILS/NOTES: Foundation/slab details, raised floor details, shear transfer, post and beam connections, ledger connections, guardrail attachments, stair framing connections, etc.
SPECIAL INSPECTION AGREEMENT FORM: Completed/submitted for any required special inspections (welding, soil compaction, high strength bolting, etc)
DEFERRED SUBMITTAL APPLICATION: Completed/submitted for any items requesting to be deferred truss calculations.
APPROVAL FROM CITY OF HENDERSONVILLE: If project is located within the City Limits of Hendersonville
APPROVAL LETTERS WITH DEVELOPMENT CONDITIONS FROM THE PLANNING DEPARTMENT (If applicable)
STRUCTURAL ENGINEERING CALCULATIONS: 1 wet stamped/signed set for nonconventional framing. Not required for conventional light frame construction.
GEO-TECHNICAL REPORT
ENERGY CALCULATION DOCUMENTATION
Notes:

THIS DOCUMENT IS INTENDED ONLY AS A GUIDE. SPECIFIC REQUIREMENTS OR DOCUMENTS MAY DIFFER BASED UPON YOUR SPECIFIC APPLICATION AND THE BUILDING CODE.

ALL PLANS SUBMITTED BECOME THE PROPERTY OF THE CITY OF HENDERSONVILLE.

It is unlawful to alter the substance of any official form or document of the City of Hendersonville.

Revised January 2024



TENNANT IMPROVEMENT (TI) REQUIREMENTS

GENERAL INFORMATION TO BE INCLUDED ON COVER SHEET

- Project Site Address
- Assessor's Parcel Number (APN)
- Owner's Name, Phone Number, and Mailing Address
- Contractor's Name, Phone Number, and Mailing Address
 - Engineer (If Applicable)
 - Architect (If Applicable)
 - Code Year's

FLOOR PLAN (MUST INCLUDE THE FOLLOWING):

Electrical
Plumbing (Fixtures, Types and Location)
Mechanical
Wall Framing
New Work Identified

EXISTING FLOOR PLAN

SECTION DETAILS (MUST INCLUDE THE FOLLOWING):

Wall Framing
Ceiling
T-Bar (Ceiling Tile)
Accessibility Details
Exiting Requirements

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