

Building and Codes Department

Memorandum

Date: 11/19/2007 - Updated

To: All Interested Parties

From: Steve Mills, Director of Building and Codes

RE: When A Licensed Registrant Is Required

This memo is intended to aide 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 apply to the plan review process for the City of Hendersonville. This memo is not intended to be an exhaustive discussion regarding these requirements nor is it to be considered as the official position of the Tennessee State Board of Architectural and Engineering Examiners (A&E Board). Therefore, any position herein noted will remain subject to any final determination rendered by the A&E Board on a specific issue. For any additional information or clarification you may contact the A&E Board and/or its Executive Director John Cothron by calling (615) 741-3221.

The Requirements for Building Design

In general, all structures must have plans prepared by design professionals registered by the Board. Plans and specifications for all structures classified as "assembly," "educational," and "institutional" in the Standard Building Code must also be prepared by architects or engineers.

The only exceptions to this requirement are:

- Structures classified as "business," "factory-industrial," "hazardous," "mercantile," "residential" and "storage" occupancies, as such occupancies are defined in the 1985 edition of the Standard Building Code, which are:
 1. Less than three (3) stories in height; AND
 2. Less than five thousand square feet (5,000 sq. ft.) in total gross area;
- One-family and two-family dwellings and domestic outbuildings pertaining thereto; and

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- Farm buildings not designed or intended for human occupancy.

Tenant Finishes, Tenant Improvements and other Seal Exemption Clarifications –

The A&E Board has interpreted the above exceptions only for those structures classified as above which are also separated from other buildings and/or spaces/tenants by the minimum fire-rated separation required by the applicable code. (See **Appendix C** of the A&E Reference Manual entitled "Seal Exemptions Clarification")

Interior Designers –

Additionally, registered interior designers, while not permitted to practice architecture or engineering, may engage in design services including consultations, studies, drawings, and specifications in connection with reflected ceiling plans, space utilization, furnishings, or the fabrication of non-structural elements within the interior spaces of buildings, but specifically excluding the services specified by law to require other licensed professionals, such as the design of life safety, mechanical, plumbing, electrical, and load-bearing structural systems, except for specification of fixtures and their location within interior spaces.

Letter of Assurance –

When a complete set of project drawings is submitted bearing the seal of only one registered architect or engineer, the Board asks that the building official require that the single registrant sign a statement, such as contained in Appendix A of the A&E Reference Manual.

Letter of Clarification -

When a building official receive a set of documents for permitting purposes without an architect or engineer's seal it is recommended that the designer of record sign a statement, such as contained in Appendix B of the A&E Reference Manual.

Completeness and Submittal Checklists –

Construction documents for most projects consist of drawings and specifications. All elements shall complement each other. Completeness and coordination of all necessary information is the responsibility of the registered architect and/or professional engineer. Construction documents submitted to the building official must be of sufficient nature to clearly show the project in its entirety.

In general, in order to be complete, the documents must depict the following:

- a. The overall work required for the building project, including the architectural, landscape, civil, structural, mechanical, and electrical systems where required by law;
- b. Compliance with Life Safety Code; and
- c. Compliance with applicable building, fire, and handicap accessibility codes.

Plan Submittal Cover Sheet

The required construction documents will depend upon the size, nature, and complexity of the project. **Appendix E** of the A&E Reference Manual provides a suggested standard of the minimum required construction documents that should be submitted for review by building officials and/or the information that should appear on the cover sheet. Please refer

to the City of Hendersonville's Plan Review Checklist for a checklist that has been specifically modified for the City of Hendersonville.

Sprinkler Shop Drawings –

Appendix F of the A&E Reference Manual addresses the State Fire Marshal's Office policy regarding the review of sprinkler shop drawings and the standard of care adopted by the Board of Architectural and Engineering Examiners regarding the required minimum documentation for fire protection sprinkler design documents. Unless otherwise stated

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.