



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

RESIDENTIAL PLAN SUBMITTAL CHECKLIST

THE FOLLOWING ITEMS ARE REQUIRED FOR A COMPLETE PLAN SUBMITTAL. INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED; PLEASE READ CAREFULLY! THIS COMPLETED AND SIGNED FORM MUST ACCOMPANY A BUILDING PERMIT APPLICATION FOR NEW STRUCTURES AND ADDITIONS. PLEASE CHECK WITH PERMIT TECHNICIAN FOR REQUIREMENTS.

JOB ADDRESS: _____ APPLICATION #: _____

	<p style="color: red; margin: 0;"><u>TWO (2) SITE PLANS AND TWO (2) COMPLETE BUILDING SETS ARE REQUIRED.</u></p> <p style="margin: 0;"><u>(additional sets may be required for larger projects; see the Building Department staff with questions)</u></p> <p style="margin: 0;">Plans must be to scale drawn in blue or black ink, on clear unlined paper; minimum size is 11" x 17", maximum size 24" X 36".</p> <p style="margin: 0;">Structural Minimum Scale is 1/8"=1'-0", 1/4"=1'-0" is preferred.</p> <p style="margin: 0;">The Scope of Work must be fully stated and detailed on the plans. For building plans to be useful, they must be legible and drawn to scale. Plans should be prepared with lettering of sufficient contrast to be readable when scanning. Photocopies or prints may be submitted. <u>Pencil, whiteout, taped notes/details and any other submittal that is illegible or not completed in a workmanlike manner will not be accepted.</u></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: Smoke/Carbon Monoxide locations/requirements, 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: 2 wet stamped/signed sets for nonconventional framing. Not required for conventional light frame construction.
	Notes:

APPLICANT'S SIGNATURE/DATE _____ STAFF'S SIGNATURE/DATE _____

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.



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SITE PLAN REQUIREMENTS

	<p>The entire property must be shown on the site plan (including all property lines & dimensions). If the property is too large then a smaller scale may be used; however, a second site plan will need to be provided of the area of development at a recognized scale. <i>Minimum sheet size 11"x17", minimum 2 sets of plans.</i></p>	
	<p>Site Plan Recognized Scales: 1" = 10', 1"= 20', 1"= 30', 1"= 40', 1"= 50', 1"= 60'</p>	
	<p>GENERAL INFORMATION TO BE INCLUDED ON TITLE SHEET</p>	
	<ul style="list-style-type: none"> ➤ Owner's Name, Phone #, Mailing Address ➤ Project Site Address ➤ Assessor's Parcel Number (APN) ➤ Vicinity Map ➤ North Arrow & Scale ➤ Occupancy Type(s) per IBC ➤ Construction Type per IBC 	<ul style="list-style-type: none"> ➤ Sheet Index ➤ Statement of Compliance ➤ Preparer's Name/Address ➤ Date of Preparation/Revision Dates ➤ Architect/Engineer Name/Address ➤ Project Description ➤ Square Footage of Each Occupancy Group
	<p>Identify all existing and proposed structures and ground-mounted equipment.</p>	
	<p>Location of all wells, water storage tanks, bodies of water, year- round or seasonal watercourses, drainage ditches.</p>	
	<p>Location of all utilities (above and underground sources & lines) including water, sewage, electrical and phone lines.</p>	
	<p>Indicate location and layout of existing or proposed septic system. Including leach lines, septic and pump tanks, clean-outs, distribution system, layout and location of the 100% repair area, slope within the primary and repair area.</p>	
	<p>Indicate the approximate location and surfacing of all existing conforming and/or permitted driveways.</p>	
	<p>Identify all easements (electrical, telephone, water, road, driveway, "No Access", etc.).</p>	
	<p>Identify all building setbacks. Please show all setbacks along the front, rear, interior and exterior sides.</p>	
	<p>Indicate distances from and uses of all structures, wells/septic (existing and proposed) that are close to building setbacks along the property lines.</p>	
	<p>Characterization of slope and topography:</p> <ul style="list-style-type: none"> • If the slope in construction exceeds 10% or if an engineered grading plan is required, provide a topographic survey prepared by a licensed Land Surveyor or Civil Engineer. If a professional survey is conducted, the surveyor or engineer must provide a wet stamp of certification on the site plan. 	
	<p>Location of propane tank (if applicable) indicating setbacks to structures and property lines.</p>	
	<p>Erosion Control – Temporary and Permanent</p>	
	<p>Identify all stand-alone retaining walls. Retaining walls over 4 ft in height from footing to top of wall OR support a surcharge require a permit and engineered calculations.</p>	
	<p>Indicate total amount and location of soil disturbance in square feet (include driveway, house pad, septic system and other clearing).</p>	

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