

## METRO DRAWING REQUIREMENTS FOR PERMITS

Site plans and building plans are required for all new buildings and additions. Building plans, only, are required for renovations and change of occupancy. Also Use and Occupancy permits do require plans. Three sets of bound plans and one set on a disk are required for the initial submittal. Submit to: Ms. Ronya Sykes, Metro Codes Administration, 800 2<sup>nd</sup> Ave., South, 3<sup>rd</sup> floor Nashville, TN, 37219. You will be notified if more drawings are required for a specific project. An application number will be assigned for the permit process. Using this application number will expedite all inquiries about your project during the plans review process.

The building plans shall include a cover sheet, foundation plan, floor plan(s), roof plan, framing plan(s), finish plan, door and window schedule, plumbing drawings, mechanical drawings and electrical drawings. Energy compliance certificates shall be provided as per 2006 IECC and [www.energycodes.gov](http://www.energycodes.gov). All plans shall be complete, correctly represent the project (i.e. building properly located on the site plan, no “opposite hand” buildings or framing, etc.) and be drawn to scale.

Upon approval of the plans, a permit will be issued to a contractor that is licensed in Tennessee, has a permit bond and a Metro. Nashville business license (questions: 615/862-6050). The permit bond is \$10,000.00 for projects up to \$25,000.00 total and \$40,000.00 for projects over \$25,000.00 total.

All building plans must be sealed by an architect or engineer that is licensed in the state of Tennessee, if any of the following apply:

1. The building is 3 stories or more in height,
2. The building is 5000 sq. ft. or more in area,
3. The building is classified as an educational occupancy (child care of six or more children for less than 24 hrs. and schools through the 12<sup>th</sup> grade),
4. The building is classified as an assembly occupancy (50 or more people can congregate in any one room for civic, social, religious, recreation, food and drink consumption or to await transportation),
5. The building is classified as an institutional assembly (nursing home, hospital, detoxification facility, etc.),
6. The building plans have a title block or any information that indicates that either an architect or an engineer prepared them. Only Interior Designers are exempt. A licensed Tennessee land surveyor must seal all site plans.

The seals, signatures and dates shall be as described in Section 0120-2-.08.(3) of the "Rules of State Board of Architectural and Engineering Examiners". NOTE: Please check your seal for compliance with the above listed rule. If any plans are rejected due to errors that are listed above, your application process will be placed on hold. Please do not expect priority action on your application when corrected drawings are received by the Codes Administration. Single family residences do not have to be sealed, except for number 6 (above).

Listed below are the minimum requirements for each sheet of the plans:

Cover - Building height, building stories, building area, tenant area (sq. ft.), construction type, type of occupancy, codes with edition, sprinkler system type and design loads.

Site - Property lines, building location to the property lines, parking with handicap spaces, utility locations, easements, streets, alleys and driveways.

Building - Dimensioned floor plan(s), roof plan, door and window schedules, details of foundations and framing, UL numbers and locations of rated assemblies, elevations, stair details, toilets, etc.

Electrical plans - Locate light fixtures, switches, smoke detectors, receptacles and panels. Provide electrical symbols table, which includes GFCI.

Plumbing - Fixture table, locate water heater, show drains, water lines, gas lines and vents.

Mechanical - Exhaust fans, bathroom and dryer exhaust ducts, combustion air ducts and louvers, equipment specifications, duct layout and condensate lines.

The codes that are currently enforced by Metro. Codes are listed below:

2006 INTERNATIONAL BUILDING CODE WITH LOCAL AMENDMENTS\*  
2006 INTERNATIONAL PLUMBING CODE WITH LOCAL AMENDMENTS\*  
2006 INTERNATIONAL MECHANICAL CODE WITH LOCAL AMENDMENTS\*  
2006 INTERNATIONAL FUEL GAS CODE WITH LOCAL AMENDMENTS\*  
2006 INTERNATIONAL FIRE CODE (2006)  
2006 LIFE SAFETY CODE (NFPA 101)  
2011 NATIONAL ELECTRICAL CODE WITH LOCAL AMENDMENTS

2006 INTERNATIONAL ENERGY CONSERVATION CODE  
2003 ICC/ANSI A-117.1 ACCESSIBLE AND USABLE BUILDINGS AND  
FACILITIES  
1998 METROPOLITAN COMPREHENSIVE ZONING ORDINANCE\*\*\*  
2006 INTERNATIONAL RESIDENTIAL CODE WITH LOCAL AMENDMENTS

\* See Title 16 of THE CODE OF THE METROPOLITAN GOVERNMENT OF  
NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

\*\*\* See Title 17 of THE CODE OF THE METROPOLITAN GOVERNMENT OF  
NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

Metropolitan Nashville amendments may be found on the Internet at:  
<http://www.municode.com/library/clientcodepage.aspx?ClientID=14242>  
(Click on Title 16 and/or Title 17).