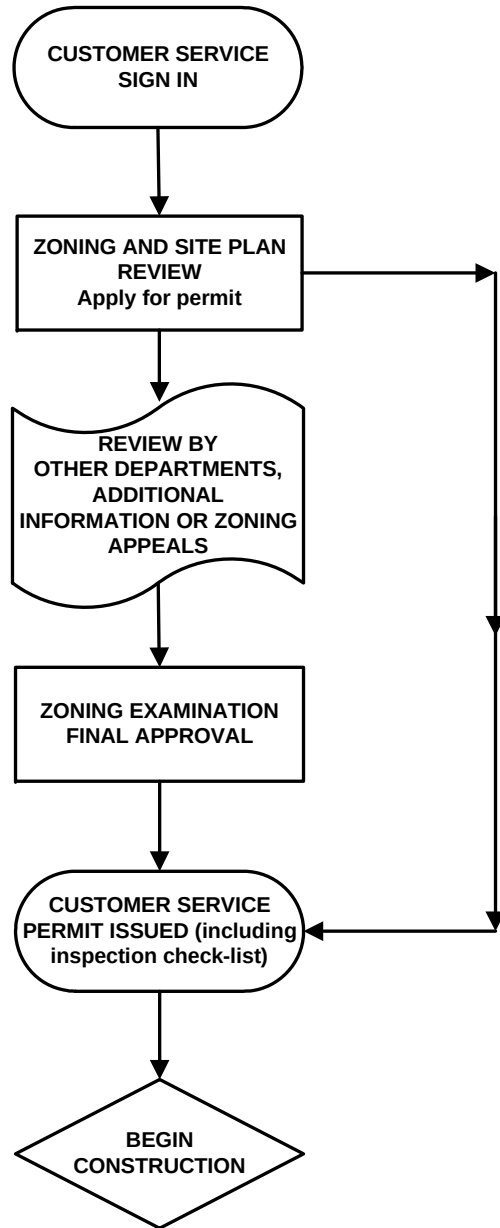


THE PROCESS



APPLICATION PROCEDURE

Home owners often have a Mortgage Loan Survey which works extremely well for a site plan. We do not normally require construction plans for single family construction at time of application. (Plans are reviewed for homes containing more than 5,000 square feet or more than 3 stories in height). The inspection division will field check for compliance with Building, Electrical, Plumbing, Model Energy Code and Gas/Mechanical Codes during construction.

At the time of application you must have the name of the property owner, proper street address and/or the tax map and parcel number to insure proper identification of the property.

When you arrive at the Department of Codes Administration you will be asked to sign in to see a Zoning Examiner. Applicants are taken on a first come first, serve basis. A Customer Service Representative will ask you to provide information that will aid in expediting this permit process.

When a Zoning Examiner becomes available, your application information will be entered into a computer. The Zoning Examiner will then review your site plan. If all the information you are providing is correct and in compliance with the codes, a Customer Service Representative will then issue the permit.

The Codes Department, when proper information is provided, and other department or agency approvals are not required, issues over 80% of the residential permits applied for on the first visit to our office. However, some applications **require approvals from other Departments**, such as **Water and Sewer, Health, Planning Commission, Public Works, Historical Zoning, etc.** When this occurs the Zoning Examiners will act as your counselor, providing you with information and a check list that will aid you in obtaining these approvals. A typical example of this is an applicant applying for a permit which is served by a private sewage disposal system (septic tank and overflow). This will require an approval from the Metropolitan Health Department prior to issuance of a permit that involves items 1-7, on page one, in the section entitled "When Is A Building Permit Required."

PERMIT FEES

- Permit fees are charged to off-set permit processing and inspection costs.
- Fees for Building permits involving new structures are charged based on valuation figures that are published semi-annually by the Southern Building Code Congress.
- Fees for remodeling work are based on the actual value of the improvements.
- Separate fees are charged for trade permits: plumbing, electrical, mechanical, gas, etc.
- Upon issuance of the building permit, an inspection checklist is also issued as a guide as to which inspections are necessary to complete the project and obtain the Use & Occupancy Certificate

OTHER PERMITS REQUIRED

When your project involves electrical, plumbing, gas/mechanical or low voltage wiring, separate permits and inspections are required. These permits are issued to subcontractors licensed in the respective trades. In certain instances these permits may be issued directly to the homeowner.

Codes Administration Permit Division Telephone Numbers:

Permit Division — 862-6517

Zoning Review—862-6510

Plans Review — 862-6540

Building Division — 862-6550

**Metro Nashville Government of
Nashville and Davidson County**

Metro Office Building
800 2nd Avenue, South—P. O. Box 196300
Nashville, Tennessee 37219-6300
(615) 862-6500

Visit our Website at www.nashville.gov/codes

Residential Permit Procedures



**NASH METROPOLITAN
NASHVILLE & DAVIDSON
COUNTY
CODES DEPARTMENT**

KARL DEAN, MAYOR

This information is intended to assist property owners and contractors in the Permit process for Single Family Residential Construction

Why do you need a Permit?

Building permits are mandated by state and local laws to promote orderly development through a Zoning Code and to bring about safe construction through Construction Codes. This begins at the time of application when your project is reviewed to determine compliance with the local Zoning Codes. Prior to permit issuance other approvals may also be required, such as evidence of water availability or a proper sewage disposal method, flood plain or historic zoning approval.

After the Building Permit is issued, a series of inspections are required to determine that the project is being completed in compliance with adopted codes and standards.

How does a permit benefit the Homeowner?

In a word: SAFETY. A permit system protects you, your family and guests, and future owners. It protects your neighbor. It protects your contractor. It protects the city. Evidence of permits and inspections may be required in an insurance claim or property sale. All of this adds up to a protection of your property's value!

Commencing construction without permits!

Commencing construction without a building permit results in a penalty-payment of a triple permit fee. Depending on what stage your project is in, it could also result in costly corrections and delays.

Who can obtain Building Permits?

A property owner who presently occupies or intends to occupy a Single Family Residence may obtain a building permit to construct or repair a residence.

Contractors who are properly licensed and bonded with the Metro Codes Department may also obtain a building permit, within the limits established for their licenses.

WHEN IS A BUILDING PERMIT REQUIRED?

- 1. Construct a new residence building or addition thereto.
- 2. Place or replace a mobile home on property.
- 3. Place a modular or double-wide mobile home on property.
- 4. Move and place a previously constructed residence building on property. (This also requires a separate moving permit which must be issued simultaneously and is subject to a strict completion period.)
- 5. Construct a new accessory structure or addition thereto (accessory structures include garages, carports, patio covers, decks, porches and storage buildings including portable storage buildings of 100 square feet or more).
- 6. Construct or install swimming pools (below or above ground 48" high barrier or fence required around pool. (A SITE PLAN IS REQUIRED FOR ITEMS 1 THRU 6.)

- 7. Convert accessory areas, such as attached garages, unfinished basements, attics, etc., to habitable space.
- 8. Install siding, roofing, fireplaces or solar panels. repair, alter, or rehabilitate a structure that goes beyond the scope of normal maintenance repair, including removing or altering load bearing timbers, replacing supporting walls, or moving partitions.

- 9. Demolish any structure or portion thereof.

When is a Building Permit not required?

Normal maintenance repairs shall be defined as repairs to an existing building or structure, including but not limited to exterior and interior painting, papering, glazing or window and doors, floor finishing, minor repairs to chimneys, stairs, porches, underpinning, and repairs to an existing roof not to exceed 33 percent of the roof area.



A SITE PLAN IS REQUIRED TO OBTAIN A RESIDENTIAL CONSTRUCTION PERMIT

A site plan must be submitted by the applicant, for review, involving any application for new construction, additions or any work described in items (1) thru (6) above. A site plan is reviewed by the Zoning Examination staff to determine compliance with setback requirements and other bulk requirements of the Zoning Code. An accurate and complete site plan is extremely important in expediting the permit application and inspection process.

Construction plans are required for residences exceeding 5,000 square feet in floor area. Elevation drawings are required for detached accessory structures demonstrating the height of such structures.

SEE EXAMPLE OF SITE PLAN

TYPICAL SITE PLAN

- A. Indicate site dimensions.
- B. Indicate location and size of existing and proposed structures.
- C. Indicate distance to property lines on all structures being constructed or altered.
- D. Indicate distance between new and existing structures.
- E. Indicate location of any known easements.
- F. Indicate building envelopes if in a "PUD", PLANNED UNIT DEVELOPMENT.
- G. Provide figures on site plan showing square footage of total lot coverage along with the square footage of new improvements.
- H. Indicate the scale of the drawing.

METRO CODES PERMITTING PROCEDURES

Any Accessory building proposed to be heated or cooled, or have plumbing installed must include floor plans of the structure. *No principal residence structures can exceed three (3) stories.*

Our department does not require that site plans for residential construction be done by a licensed professional, however, it must be an accurately dimensioned, scale drawing which includes the following information.

