

Introduction to the MWS Development Guides

Metro Water Services



Introduction

The Development Guides present a high-level view of the processes by which Building Permit Applicants secure the necessary signoffs to receive their Building Permit, as well as various other associated permits. Every effort has been made to provide accurate information at the time of publication, but processes evolve and may not include the exact steps detailed herein.

Every project is unique. The specifics of a project may require variations in the process approval steps that must be completed. Always defer to the direct guidance of the Codes Zoning Examiner and/or the Metro Water Services personnel most familiar with your project.

The process for securing a Building Permit begins with the Metro Department of Codes and Building Safety (Metro Codes). To start the process of securing a Building Permit, contact the Codes Help Desk:

- Address: 800 President Ronald Reagan Way, Nashville, TN 37210
- Hours: Monday-Friday, 7:30 a.m.-4:00 p.m.
- Email: zoninghelpdesk@nashville.gov
- Phone Number: 615-862-6510

Acronyms and Abbreviations

- **AMR** – Automatic Meter Reading
- **CSS** – Combined Sewer System
- **CSEP** – Combined Sewer Elimination Program
- **D&B** – Deeds and Bonds (Metro Water Services)
- **DS** – Development Services (Metro Water Services)
- **EPSC** – Erosion Prevention and Sediment Control
- **FTP** – File Transfer Protocol
- **GIP** – Green infrastructure Practices
- **GPD** – Gallons Per Day
- **HPR** – Horizontal Property Regime
- **LID** – Low Impact Development
- **LTMP** – Long-Term Maintenance Plan
- **Metro Codes** – Metro’s Department of Codes and Building Safety
- **MS4** – Municipal Separate Storm Sewer System
- **MWS** – Metro Water Services



Development Guides

- **NDOT** – Nashville Department of Transportation
- **NPDES** – national Pollutant Discharge Elimination System
- **PE** – Professional Engineer (registered)
- **PEO** – Public Extension Only
- **PEP** – Public Extension Project (water or sewer)
- **PSQPF** – Public Stormwater Quality Project Fund
- **ROW** – Right-of-Way
- **SWMC** – (MWS's) Stormwater Management Committee
- **SWSF** – Stormwater Single Family
- **TDEC** – Tennessee Department of Environment & Conservation
- **TDOT** – Tennessee Department of Transportation
- **TRR** – Technical Review Requirements
- **TSS** – Total Suspended Solids
- **U&O** – Use and Occupancy

Selected Definitions

- **Applicant** – The individual or organization seeking a Building Permit from Metro.
- **As-Built Site Plan** – A plan that accurately reflects the final, built condition of infrastructure.
- **Building Permit** – A permit issued by the Metro Codes and Building Safety required for all improvements or additions to existing structures as well as for any new structures.
- **Contractor** – The individual or organization performing and/or overseeing construction activity on a site.
- **Construction Guide** – A high-level explanation of a construction-related process.
- **Construction Permit** – This is a permit issued by MWS that authorizes construction of a public water or sewer line according to the approved plans and all applicable regulations.
- **Developer** – The individual or organization who improves a piece of property. Developers create the built environment in response to the needs of the community and the market.
- **Design Engineer** – The individual for organization developing and submitting a Site Plan, a Water and Sewer Plan, or a Site Utility Plan on behalf of an Applicant, Owner, or Developer.



Development Guides

- **Erosion Prevention and Sediment Control (EPSC) Professional** – An individual trained and certified in Tennessee to install and maintain erosion prevention and sediment control features on a construction site.
- **Excavation Permit** – A permit issued by NDOT allowing the excavation in the public right-of-way.
- **Grading Permit** – A permit issued by the Development Services Division of Metro Water Services that is required for all land disturbing activities over 10,000 square feet, such as filling or excavating soil, the installation of pipes or digging ditches, and alternations to drainage channels.
- **Infill** – A project that is either the new or significant redevelopment of a lot that is not a part of a grading permitted subdivision.
- **Inspector** – An MWS employee who is responsible for inspecting construction to ensure that it conforms with all applicable regulations.
- **Out of County** – Those residents in areas of Wilson and Williamson County provided sewer service by Metro Water Services.
- **Owner** – The property owner.
- **Plan Reviewer** – The MWS DS engineer responsible for reviewing and approving a Site Plan, a water or sewer construction plan, and/or a Site Utility Plan.
- **Plumber** – A tradesperson who specializes in installing and maintaining systems used for potable (drinking) water, and for sewage and drainage in plumbing systems.
- **Site Plan** – A map of a plot showing existing and proposed conditions of the area.
- **Site Utility Plan** – A plan that illustrates the location of existing utility services to the construction site, describes how they will be protected during construction and establishes how the new building will connect to existing utilities infrastructure.
- **Stormwater** – Water that originates from precipitation such as rain, snow, or hail.
- **Tap** – A service connection with a water or sewer line.
- **Use & Occupancy Letter** – A permit legally allowing an individual or organization to occupy and use a facility. This is usually the “last step” in the Building Permit process.
- **Zoning Examiner** – A Metro Codes employee who specifies all the actions and signoffs required for a particular Building Permit.