



Metro Codes

E—News For Neighborhoods

Metropolitan Government of Nashville and Davidson County

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Metro Offers Christmas Tree Recycling Program



Photo courtesy Gary Layda

Mayor Karl Dean is joined by Mr. and Mrs. Gerry House and others as he lights the City's Christmas Tree

In warm appreciation of our association,
this year the Department of Codes & Building Safety
wishes to extend our very best wishes
for a happy holiday season
and a very prosperous New Year

Eight Days of Hope Project

Eight Days of Hope, Inc., with the help of Southeast Nashville Recovery Center and many area churches, organized over 1,100 volunteers to converge in Nashville for a week of flood rebuilding projects November 20th through November 27th.

In preparation for this rebuilding effort, Southeast Nashville Recovery (SNR), with support from Mayor Karl Dean's office, Restore the Dream Centers, Metro Codes Department, World Vision, the Community Foundation, and the Davidson County Long Term Recovery Committee, worked to identify flood damaged homes throughout Davidson County. The help and care given during the Thanksgiving week was tremendous. During this time, 32 homes were completely restored over 308 projects were completed, 120 homes and families were visited and helped in some way and over \$1,150,000.00 of labor was donated by the volunteers. Volunteers from 40 states and 2 countries came to Nashville with their skills to provide the extra needed help to flood



The volunteers attend a service at Christ Church, which served as the command center and host church for the event. Over 1,000 volunteers ate and slept at the church from November 20th through November 27th.

co-chair of SNR. Co-chair Henry Williams adds, "The strong volunteer spirit we experienced during the week with Eight Days of Hope was inspirational. It was an experience we will long remember."

Eight Days of Hope President and Co-Founder Steve Tybor, III states, "Nashville is a unique city in the Southeast. It is open to tourists from all over the world that appreciate the city as a funnel for music on so many fronts. Eight Days of Hope is excited to have reached the residents of Nashville that were in dire need of rebuilding their homes and their lives in order to allow their families and friends to join them this holiday season."

Eight Days of Hope, Inc. is a non-profit, faith-based organization committed to rebuilding the damaged homes of those affected by natural disasters. Since 2005, more than 6,000 volunteers have helped to rebuild 954 homes. For more information on "Eight Days of Hope" visit their website at www.eightdaysofhope.com

Codes inspectors made inspections of the 120 properties throughout the 4-day Thanksgiving Holiday weekend.

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Volunteers work on one of 120 homes as part of the Eight Days of Hope project in Nashville.

families. A special thanks goes to the Community Foundation for donating \$200,000.00 to purchase the building supplies.

"This was a tremendous opportunity for our city, and we're extremely grateful for the assistance that the Eight Days of Hope organization offered to Nashville flood survivors." said Linda Hilliard,

Codes Hosts Annual Christmas Luncheon



Director Terry Cobb with Mayor Karl Dean at this year's Christmas Luncheon.

Terry Cobb, director of the Department of Codes & Building Safety and Mayor Karl Dean welcomed guests to the annual Codes Christmas luncheon. The luncheon has become a much anticipated event within Metro.

Attendees to the event are our employees, some representatives from other Metro departments and a few of our retired employees. It's a

great opportunity to visit with former Codes employees and their families.

The luncheon features home cooked vegetables and deserts.

"It's an opportunity for us to come together as a family and celebrate the friendships we've made and the blessings we've received," Cobb said. He added, "Nashville has gone through a lot this year and we all have plenty to be thankful for."



Terry Cobb shares a light moment with Zoning Administrator Lon "Sonny" West, who has the distinction of being the longest serving active employee in Metro government.

Metro Holiday Schedule

REMINDER

The Metropolitan Government will be closed for regular business in observance of the Christmas and New Years holidays. All Metro offices, including the Department of Codes & Building Safety, will be closed on December 24th, December 27th and December 31st.

Winner Selected in 23rd Annual Ann Chapman Holiday Lights Competition

The 23rd Ann Chapman Holiday Lights Competition, one of the city's most popular contests, featured a total of 44 entries with plenty of creativity and dazzle this year.

The first round of district judging takes place on November 29th, followed by the selection of five regional winners December 1-2. The five preliminary winners were highlighted during nightly newscasts on NewsChannel 5 Monday through Thursday the next week, and the overall countywide winner was announced live by Mayor Karl Dean during the station's 6 p.m. newscast Friday, December 10.

The Weatherby Home on 6222 Henry Ford Drive was the 2010 Countywide Winner.

The annual Holiday Lights Competition is open to all residents of Davidson County, and awards are made in each Metro Councilmanic district. Of the total 44 entries this year, fifteen are new to the contest, and 22 of Metro's 35 council districts are represented. The contest is sponsored by Mayor Dean, Metro Public Works, Metro Beautification and Environment Commission, Nashville Electric Service and NewsChannel 5.

"Year after year, citizens add a special magic to the holiday season with the unique displays they create for the Holiday Lights Competition, and we're thrilled to have so many new residents to participate this year," Metro Beautification Director Veronica Frazier said.



Mayor Karl Dean along with Veronica Frazier, present the Weatherby Home with the 2010 Countywide award.

Judging criteria for the contest encourages residents to make their Holiday Lights entry "green" by including Environmental Elements such as recycling themes or recycled items; nature themes; and energy conservation with LED lights.



This years Countywide winner was the Weatherby Home located at 6222 Henry Ford Drive.

A new partner for 2010 is [Alpha Limousine Service](#) which is donating a limo and driver to transport the group of judges who will be selecting the countywide winner.



To view the four regional finalists, just click on the Christmas tree!



The latest fact of the week taken from the Music city Center Update:

- Beginning Tuesday, 28 bulb tees will be delivered and installed throughout the week. Bulb tees are preformed and pre-stressed concrete pieces used to span the junior ballroom, eliminating the need for columns.
- Each bulb tee weighs about 52 tons. The dimensions are seven feet tall and 100 feet long.
- The photo on the right is US-made steel prepared for our job, already loaded on trailers, (Lenex Steel job #490) and ready for shipping to the site. The trailers cover several acres at the factory.

Music City Center Update



A Season for Sharing in Fire Safety

Each year fires occurring during the holiday season claim the lives of over 400 people, injure 1,650 more, and cause over \$990 million in damage. According to the United States Fire Administration (USFA), there are simple life-saving steps you can take to ensure a safe and happy holiday. By following some of the outlined precautionary tips, individuals can greatly reduce their chances of becoming a holiday fire casualty.

Preventing Christmas Tree Fires

- Special fire safety precautions need to be taken when keeping a live tree in the house. A burning tree can rapidly fill a room with fire and deadly gases.
- Selecting a Tree for the Holiday: Needles on fresh trees should be green and hard to pull back from the branches, and the needle should not break if the tree has been freshly cut. The trunk should be sticky to the touch. Old trees can be identified by bouncing the tree trunk on the ground. If many needles fall off, the tree has been cut too long, has probably dried out, and is a fire hazard.
- Caring for Your Tree: Do not place your tree close to a heat source, including a fireplace or heat vent. The heat will dry out the tree, causing it to be more easily ignited by heat, flame or sparks. Be careful not to drop or flick cigarette ashes near a tree. Do not put your live tree up too early or leave it up for longer than two weeks. Keep the tree stand filled with water at all times.
- Disposing of Your Tree: Never put tree branches or needles in a fireplace or wood burning stove. When the tree becomes dry, discard it promptly. The best way to dispose of your tree is by taking it to a recycling center or having it hauled away by a community pick-up service.

Holiday Lights

- Maintain Your Holiday: Lights Inspect holiday lights each

year for frayed wires, bare spots, gaps in the insulation, broken or cracked sockets, and excessive kinking or wear before putting them up. Use only lighting listed by an approved testing laboratory.

- Do Not Overload Electrical Outlets: Do not link more than three light strands, unless the directions indicate it is safe. Connect strings of lights to an extension cord before plugging the cord into the outlet. Make sure to periodically check the wires - they should not be warm to the touch.

Do Not Leave Holiday Lights on Unattended

- **Holiday Decorations**
- Use Only Nonflammable: Decorations All decorations should be nonflammable or flame-retardant and placed away from heat vents.
- Never Put Wrapping Paper in a Fireplace: It can result in a very large fire, throwing off dangerous sparks and embers and may result in a chimney fire.
- Artificial Christmas Trees: If you are using a metallic or artificial tree, make sure it is flame retardant.

Candle Care

- Avoid Using Lit Candles: If you do use them, make sure they are in stable holders and place them where they cannot be easily knocked down. Never leave the house with candles burning.
- Never Put Lit Candles on a Tree: Do not go near a Christmas tree with an open flame - candles, lighters or matches.
- Finally, as in every season, have working smoke alarms installed on every level of your home, test them monthly and keep them clean and equipped with fresh batteries at all times. Know when and how to call for help. And remember to practice your home escape plan.

Department Hires New Plumbing Inspector



Director Terry Cobb announced effective Monday, November 15th, Norman Faircloth has joined the Codes Department and is assigned to the Plumbing Inspection Division.

Norman Faircloth grew up in the plumbing business, as a third generation plumber, working every

summer while he was in high school.

He started work with Faircloth plumbing full time in 1985. In 2000 through 2010, he operated his own plumbing business, Middle Tennessee Plumbing Contractors. He has experience in

all phases of the plumbing trade, to include commercial, medical, mechanical (pumping systems) and residential plumbing installations and repair.

He is certified in the STEP system, back-flows, and currently holds a State plumbing license (retired status).

Norman has also worked on plumbing systems on boats participating in the Gulf oil spill recovery efforts. Now that he has joined Metro Government, he expects to be able to spend more time with his family.

He and his wife Rita have two children, ages 9 and 16. Norman enjoys spending his free time with his family.

Notes On Historic Zoning—Hiring the Right Contractor for an Old Building

Restoring or rehabilitating an old building can be like traveling a winding road- a journey of exploration, with unforeseen challenges and unexpected charms. Finding a contractor who understands and appreciates that journey is key to the success of the rehab of an old building. The Metro Historic Zoning Commission recommends the following steps in finding the right contractor for your project.

Hiring a reputable contractor who is familiar with older construction may be the most important step in helping you to navigate your project. Keep in mind that material scales and construction methods of today are different from what they were 100 years ago. Buildings were not built with the standardization we are now familiar with and so even the best laid restoration plan may need to take some detours. A good contractor is someone who is familiar with old buildings; a problem solver, able to see potential in the flaws; and who is able to find ways to handle the unexpected, in order to keep the project on track and within your budget.

Plan carefully but be flexible. Sometimes the unpredicted can result in something truly special and become the one element about the building you love the most. Keep the lines of communication between you and your contractor open so that you are both able to respond in a manner that is respectful to the schedule and the budget.

Whether it is new construction or a restoration job, make sure your contractor is licensed. When interviewing potential contractors, ask for their license number and verify it at <http://verify.tn.gov/default.aspx>. Also check to be sure the contractor is insured for workers compensation, and claims against property damage and general liability. The best way to find a good contractor is by obtaining recommendations from friends and checking references. Don't be afraid to investigate the contractor by having him or her fill out a credit application.

Avoid fly-by-night operators. Be especially wary of unsolicited door-to-door salespeople and telephone solicitors. Some may offer a reduced price for a limited time only, or claim they have just completed a job nearby and have materials left over, or they may offer to use your homes as a "demonstration model." Don't fall prey to these kinds of sales tactics. Be wary of people who offer gifts, prizes, cash rebates or other special inducements. Beware of contractors who offer to finance your project for you. Do not sign a note they draw up because they could place a lien on your house. Be aware of unmarked trucks and vans as well as the use of post office boxes. You should always require the street address of the contractor and make sure it is not just an answering service.

Obtain all estimates in writing and get a contract! Don't rely on a gentleman's handshake. After all, even Pope Julius II never paid Michelangelo in full for his work on the ceiling of the Sistine chapel. A contract may not have helped Michelangelo, but it can be a huge help to you. Even on small projects, a written contract, spelling out all the details, should always be used. Be sure to update the contract as the project changes. Avoid contractors who refuse to put anything in writing. Keep in mind that any promises the contractor makes will be difficult to enforce, if they are not in writing.

The contract should contain the full name, street address and phone number of the contractor as well the property owner; an

agreed-upon price, costs for changes, a complete description of the work to be done, material to be used, cleanup after the work is complete, and payment schedule. The contract should state how long the complete job will be warranted. The contract should also include starting and ending dates. Consider adding a clause that requires the contractor to pay a specified sum of money for each day of delay beyond the scheduled end date.

There are three basic types of construction contracts: Stipulated Sum, Time and Materials, and Management:

- With a Stipulated Sum contract, the property owner pays a fixed price that can only be modified with a written change order. This type of contract should include a detailed estimate.
- Time and Materials contracts may be appropriate for small projects. A few drawbacks to mention are that the property owner has no estimate of how long the job will take; and pays for all corrections. Comparison shopping is difficult, if not impossible.
- With a Management Contract, the manager works as a consultant for a fee that is typically about 10% of the contract. The drawbacks for this type of contract are a potential conflict of interest because the contractor's fee increases when the amount of work increases; and partial responsibility for the work is shifted onto the property owner.

Be sure of your contractor before you pay any start up money. Most established contractors do not require this money. A good rule of thumb is not to pay for materials that are not on site or labor that has not been performed. Never release the final payment until the project is completed according to the contract. You should also have proof that all the suppliers and contractors have been paid.

Don't forget permits! All the proper permits must be issued before the job begins, including a building permit and possibly plumbing and electric permits. The permits are normally obtained by the contractor and sub-contractors, as part of the overall job cost, but this should be spelled out in your contract.

The key to a successful working relationship with a contractor is communication and planning. Changes cost money but are unavoidable. A working plan and constant communication can help keep costs to a minimum.

Even when you have carefully checked out a contractor, put together a strong contract, and kept the lines of communication open, *misunderstandings can happen*. Take time to talk with your contractor about your project and try to work out any disagreements. If problems persist, it is a good idea to document your side of the dispute by putting in writing all issues that need to be resolved. Send a copy to the contractor and keep one for your file.

These suggestions are useful anytime you are hiring a contractor, but remember, a contractor who is experienced with working on old buildings is an important consideration for rehabilitation and restoration.



As part of Nashville's flood recovery process, the Mayor's Office of flood Recovery sought public input to review and vote on twenty-five (25) projects being presented as a result of a four-month effort to create the Long Term Recovery Plan for Nashville and Davidson County following the May flood.

The Long Term Recovery Plan is a transparent, community-wide process initiated by the Mayor's Flood Recovery Team. The purpose has been to identify lessons learned from the May flood and prioritize projects and activities to help the city recover with stronger neighborhoods, a more disaster-resistant infrastructure, more secure housing, a more resilient economy and a more sustainable future.

Since September, citizens throughout Davidson County have provided hundreds of recommendations for potential projects that will determine Nashville's future for the next five, 10 and 15 years. The recommendations were consolidated and 25 projects were formulated.

When final, the Recovery Plan will be implemented by the Metropolitan Government of Nashville and Davidson County in coordination with other government, nongovernment, civic, business and community partners.

Visit www.nashvillerecovery.com for more information about Nashville's ongoing flood recovery efforts.

Residential Landlord Registration Fees Due in December

The Tennessee State legislature passed a bill requiring all owners of residential rental property to register their property. The Department of Codes & Building Safety's Property Standards division will manage the program. The bill went into effect July 1, 2007.

A notice to register is being sent to all registered owners of property in Davidson County. The program requires the owners to submit information about their rental units. The bill requires owners to provide:

- Their full contact information – Name, physical address with contact telephone number (No PO Box)
- The number of units per property (duplex/triplex, etc.)
- Name and contact information for their manager or registered agent who can act on their behalf

This information will be maintained in a database and will only be used in the event there is a codes violation at the property which requires correction. Often times the contact information on file with the tax assessors office lists the property owner's address as that of the rental unit. That

means any notices we send out may not reach the owner in a timely manner and could result in the owner being summoned to environmental court.

The state mandated a registration fee of \$10.00. This fee is to be paid by each landlord/residential property owner.



Residential Landlord Registration

Effective July 1, 2007, Tennessee Code Annotated Title 66, Chapter 28-101 requires each landlord of one (1) or more dwelling units is to furnish contact information with the agency or department of local government that is responsible for enforcing building codes in the jurisdiction where the dwelling units are located.

The Department of Codes & Building Safety is the agency responsible for collecting all registration information. This contact information is only used in the event the Codes Department has to contact the owner to correct any Codes violation at their rental property. All landlords should contact the Codes Department as soon as possible to register. Owners can register using this form, or you may use the expanded form that can be found on our web sight at www.nashville.gov/codes. There is a \$10.00 fee required with each registration. Only one fee is required to register all of your residential rental properties.

The Codes Department has set up a web page that gives complete details about this new requirement as well as a link to the registration form. Owners of rental property or their agents should complete the form and mail it with the required \$10.00 registration fee to: Department of Codes & Building Safety, ATTN: Landlord Registration Program, 800 2nd Avenue, South Nashville, TN 37210. For more information you may also call our office at (615) 862-6590.

Each landlord or property owner is required to pay a single fee for all rental property owned in the County. An owner who owns a single duplex or triplex would only have to pay \$10.00 for that property. If more than one property is owned, the fee is still only \$10.00 for that landlord/owner. The fee is paid annually. The registration fee is due by December 1st.

Owners of residential rental property should contact the Property Standards Office to register at 862-6590. The registration fee should be made out to "The Department of Codes and Building Safety".

METRO TO OFFER CHRISTMAS TREE DROP-OFF PROGRAM

Metro officials again encourage everyone to recycle their live Christmas trees following the holiday season.

Davidson County residents can leave their trees at one of 10 Metro sites and Public Works will collect them for mulching at the city's Bordeaux Mulch Facility.

All trees must be free of lights, ornaments, icicles, all tinsel and garland. No flocked trees will be accepted.

WHO: Metro Parks & Recreation and Metro Public Works departments
WHAT: Christmas Tree Drop-off Program
WHEN: December 28, 2010 to February 11, 2011
WHERE: Any one of the following Metro Parks:

Cane Ridge, Cedar Hill, Edwin Warner, Elmington, Joelton, Richland, Sevier, Two Rivers and Whitfield; or
 Una Recreation Center, 136 Una Recreation Road

Recycling Christmas trees into mulch, rather than dumping them in the trash, in an alley or along public roadways, keeps them out of landfills and helps save Metro the cost of disposal fees. Approximately 12,000 Christmas trees are recycled each year through the drop-off program.

Natural brown mulch, made from Christmas trees and yard brush, is sold at the Bordeaux facility for eleven dollars a cubic yard. The facility is open Monday-Saturday from 7 a.m. until 4 p.m. For more information, call 862-8640 .

Department of Codes & Building Safety

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Mayor - Karl F. Dean

Director - Terrence Cobb
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For information regarding accessibility, please contact
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PASS IT ON!



Pass the word about our newsletter! We would be honored if you would share our newsletter with your colleagues and co-workers. If anyone would like to sign up to receive it themselves, they just need to send us their email, and we will be happy to "Pass It On" to them.

Terry Cobb and **Bill Penn** welcome your feedback on our e-newsletter. Please send your comments to [Bill Penn](mailto:bill.penn@nashville.gov), at bill.penn@nashville.gov
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