



METRO DRAWING REQUIREMENTS FOR PERMITS

Site plans and building plans are required for all new buildings and additions. Building plans are required for renovations, change of occupancy, and Use and Occupancy permits. The plans and/or other documents must define the full scope of work for the associated permit. Four sets of bound plans are required for the initial submittal. Submit to: Ms. Adrienne Holt Brown, Metro Department of Codes and Building Safety Codes Administration, P.O. Box 196300 Nashville, TN 37219-6300. You will be notified if more drawings are required for a specific project. An application number will be assigned for the permit process by a zoning examiner. 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. 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. If a metal building is used, the following information is required:

If the metal building manufacturer is approved by the ICC, International Code provide:

1. The ICC evaluation service report number, and
2. A *Letter of Certification that structure complies with current ICC* properly sealed by a licensed Tennessee Engineer or Architect (hereafter called sealed), and
3. Sealed foundation plans

If the metal building manufacture is not approved by the ICC, provide:

1. A sealed *Letter of Certification that structure* complies with the current ICC , and

2. A complete set of sealed drawings from the metal building manufacturer ,and
3. Sealed foundation plans

Plans will be reviewed for compliance with the applicable codes and requirements. 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 12th 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:

Site - Property lines, building location to the property lines, parking with handicap accessible spaces, accessible route within the site and to the public way, utility locations, easements, streets, alleys and driveways.

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

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, fire dampers 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*)
- 2005 International Electrical Code (with local amendments*)
- 2006 International Energy Conservation Code*
- 2003 ICC/ANSI A-117.1 Accessible and Useable Buildings and Facilities*
- 1998 Metropolitan Comprehensive Zoning Ordinance **
- 2006 International Residential Code with local amendments
- 2006 International Fire Codes*** with legal amendments
- 2006 NFPA_101 Life Safety Code*** with legal 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

*** See title 10 of THE CODES OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY TENNESSEE

Metropolitan Nashville amendments may be found on the Internet at:
<http://www.municode.com/gateway.asp?pid=14214&sid=42> (Click on Title 16).

You may also find the following links helpful

<http://tn.gov/commerce/boards/ae/bldgDesReqs.shtml#Professionals>

<http://tn.gov/commerce/boards/ae/documents/SealsExemptions.pdf>

<http://tn.gov/sos/rules/0120/0120-02.20081130.pdf>

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