



Metropolitan Nashville Planning Department

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Downtown Code – Building Permit Planning Review

Please complete this application for a Building Permit request in Downtown Code zoning district (DTC). **Only one building permit application and fee is required per development project (multiple permits for a single project only requires one application and fee).**

DTC Subdistrict: _____ Project Name: _____

Approved Final Site Plan case number: _____

Property address _____

Map: _____ Parcel Number: _____

Date Submitted: _____ Application Number: _____
(assigned by Planning Dept. staff)

Building Permit fee: \$250

*Parking lots shall require DTC Building Permit Planning Review, if required by Zoning/Codes to file for building permits.

**Building interior work does not require a DTC Building Permit Planning Review.

APPLICANT:

Architect/Engineer/Consultant Optionee Property Owner Purchaser of property Leasee Other

Applicant's Name: _____ Property Owner's Name: _____

Company Name: _____ Company Name: _____

Address: _____ Address: _____

E-mail: _____ E-mail: _____

Phone: _____ Fax: _____ Phone: _____ Fax: _____

Applicant's _____ Property Owner's _____

Signature: _____ Signature: _____

Prior to reviewing building permits, the Planning Department must receive and approve a DTC Final Site Plan application for compliance with the Downtown Code. Building Permit applications and review occur after a DTC Final Site Plan approval. **1 hard copy and 1 digital copy of the plans must be submitted with the application to the Planning Front Counter.**

DTC Building Permit Planning Review CHECKLIST 1 hard copy, and 1 digital copy - additional documentation may be required.

1	Existing Conditions Site Plan	
2	Site Plan <ul style="list-style-type: none"> • Street and alley context • Sidewalk and street planting areas dimensioned, meeting the constrained ROW dimensions of the Major and Collector Street Plan (Consult with Transportation Planner, Michael Briggs). • Bike Parking Areas required by Ordinance • Outdoor dining, plaza spaces dimensioned, as applicable • Façade width dimensioned with percentage of each street frontage • Build-to zones • Grading/FFE's • Vehicular access points with dimensions • Pedestrian corridor enhancements where vehicular access crosses the pedestrian corridor (bollards, changes in materials, grade, planters etc. as required by DTC) 	
3	Landscape Plan <ul style="list-style-type: none"> • Tree/plant schedule • Planting details, including soil volumes for street trees • Irrigation method used • Details of fences, walls 	
4	Architecture Elevations <ul style="list-style-type: none"> • Glazing percentages noted for each ground level façade • Glazing percentages noted for upper floors • Ground floor sill heights • Details for porches, awnings, canopies, fences etc. • Materials and cladding • Floor to floor height • Number of stories and height in feet, measure from grade • Building step-backs shown with dimensions, as applicable 	
5	Architecture Floor Plans <ul style="list-style-type: none"> • Program layout, demonstrating compliance with active ground floor use requirements • Pedestrian access to ground floor • Parking garage liner buildings with dimensions • Bike Parking Areas required by Ordinance 	
6	Other <ul style="list-style-type: none"> • Right-of-Way dedications and pedestrian easements must be recorded as applicable, before approval of building permits by the Planning Department. 	