

City of Hendersonville, TN

Plan Submittal Checklist

Department of Building & Codes

(For projects when stamped plans are required by the State)

Stamped plans are required to be submitted for plan review prior to permit issuance for all non-single family residential projects. Any exception to this requirement must have prior approval by the Director of Building and Codes or his designee. All plan submittals should include four (4) complete sets. Each set should include but not be limited to: architectural, structural, plumbing, mechanical, electrical, fire protection and life safety plans. If no plumbing, mechanical or electrical work is proposed only three (3) complete sets will be required. A detailed code summary should accompany any submittal. Such code summary should address the following:

1. Name of the project and a brief description of the proposed work.
2. A statement indicating any and all codes, including relevant editions, the plans were prepared in accordance with.
3. Specify construction type based on the code.
4. Specify occupancy group(s) based on the code and whether separated or non-separated use.
5. Building area and number of stories.
6. Usage of each space/room and occupant content calculations.
7. All fire protection systems such as fire alarms, smoke detectors and sprinklers.
8. All rated walls, floors, ceilings, roofs, doors and etc. including construction details.
9. Location of all exits and maximum travel distance to exits. Actual Life Safety Plan is preferred.

If applicable, an approved site/plot plan showing all separation of less than 30 ft. from streets, alleys, public ways or other buildings.

Indicate location of proposed project in relation to the existing structure for all additions, tenant build-outs and/or renovations.

Sprinkler design and shop drawings must comply with State of Tennessee's standard of care for fire sprinkler design and are to be submitted to the Hendersonville Fire Department for review and approval.

Projects located in FEMA flood zones and requiring flood-proof construction must be accompanied by a flood-proof design certificate prepared by a registered engineer or architect and a statement of compliance with the City of Hendersonville's floodplain management ordinance.

All plans must comply with the Tennessee State Board of Architectural and Engineering Examiners rules and requirements.

The City of Hendersonville has been designated as an exempt jurisdiction by the State of Tennessee Department of Commerce and Insurance with regards to plan review and inspections. However, the State has retained concurrent jurisdiction for the following types of projects and therefore such projects will be reviewed by both the State Fire Marshal's Office and the City of Hendersonville:

- All state-owned and leased buildings
- All educational occupancies (K-12) Public or Private
- All day care centers (including adult day-care) licensed by the Department of Human Services, and facilities requiring a State Fire Marshal inspection for initial licensure.

Note: To insure that all parties are in fact working from the same set of plans, two (2) of the four (4) sets of the plans submitted to the City must contain the stamp of approval from the State Fire Marshal's Office. The State Fire marshal's Office will stamp additional plan sets for this purpose.