

City of Hendersonville, TN

Plan Submittal Checklist

Department of Building & Codes

(For projects when stamped plans are not required by the State)

Plans are required to be submitted for plan review prior to permit issuance for all non-single family residential projects. Any exceptions to this requirement must have prior approval by the Director of Building and Codes or his designee. Any such submittal, although it may not be required to be stamped, still must include four (4) complete sets, and those sets shall include but not be limited to: floor plans, typical wall details, plumbing, mechanical, electrical, fire protection and life safety. When no plumbing, mechanical or electrical work is proposed, only three (3) sets of plans will be required. A detailed code summary should accompany any submittal. Such code summary should address the following:

1. Name of the project and 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) and whether separated or non-separated use.
5. Building area and number of stories.
6. Usage of each space/room and related 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.