

City of Hendersonville, TN

Department of Building & Codes

How to Obtain a COMMERCIAL Building Permit

Summary

Prior to obtaining a permit or otherwise starting a construction project, building plans drawn to an appropriate scale and detail must be submitted to the Building and Codes Department for review. State Law requires plans be prepared and stamped by a State-registered architect and/or engineer with very few exceptions. To determine if your project is in fact exempt from this requirement you may refer to the [Reference Manual \(Page 1 – The Requirements for Building Design\)](#) or contact the Tennessee Board of Architectural & Engineering Examiners at (615) 741-3221.

Once plan review is completed and all required parties have signed off, appropriate permits may be issued. Various inspections will be required throughout the term of the project to help insure full compliance with the reviewed and approved plans and all applicable codes.

Once the project is completed and all final inspections have been successfully passed, a Certificate of Occupancy (CO) and/or Use & Occupancy (U&O) permit may be issued by the Planning Department. In certain very limited situations, these documents may be issued by the Department of Building & Codes.

This procedure applies to all new non-single family structures; all tenant build-outs, any additions and repairs to existing structures and all other such work as required by code to obtain a permit.

A. REQUIREMENTS FOR PLAN SUBMITTAL

1. Complete and submit [Building Permit Application & Routing Form](#);
2. Complete and submit [Application For Plan Review](#);
3. Submit four (4) complete sets of plans prepared and stamped by a Tennessee registered architect and/or engineer. Plans not prepared and stamped by a State Licensed Registrant must be accompanied by a completed [Seal Exemption Clarification Form \(APPENDIX C\)](#). All plans should include architectural, structural, plumbing, mechanical, electrical, fire protection and foundation details. The amount of detail will be based on the scope of the project. A project summary and/or code analysis as well as a life safety plan should be included;
4. Provide two (2) complete sets of specifications if included as a separate document.

Note: While the plans are being reviewed, the contractor can use this time to insure they have all the required information on file necessary to pull a permit. Each contractor is required to provide a valid State Contractor's License, a certificate of Worker's Compensation coverage or an [Affidavit of Exemption](#) and a valid [Hendersonville Permit Bond](#). Use of the City of Hendersonville's Permit Bond form is required.

All new commercial buildings, additions and/or exterior renovations require prior approval from the Hendersonville Regional Planning Commission (HRPC) or the Hendersonville Planning Department in the case of a staff-reviewed project, before any application for building permit can be requested. Requests to allow for building plan review prior to H.R.P.C. approval should be in writing and approved by the Director of Building & Codes.

An estimated total plan review fee will be determined as part of plan review. Plan review fees are due and payable upon completion of plan review. Please note the Fire Department has a separate plan review fee that is collected at permit issuance as a convenience to the applicant. Building Permit fees are also collected at time of permit issuance. Once the building plan review has been completed and a contractor of record has been entered, we can issue a Due Invoice which itemizes all fees. An estimate of all fees for budgeting purposes can be calculated by using the following [worksheet](#).

B. PLAN REVIEW

Once the plans as required have been submitted, they will then be further distributed to the appropriate individuals to do building, plumbing, mechanical, electrical and fire plan review as the project would determine. Issues that may require re-submittal or an addendum prior to permit issuance will be separately communicated to the applicant by each affected plan reviewer. Once the plan review process has been completed, and all affected departments and/or agencies have released for permit, the required permit(s) may then be issued.

For larger projects you may be required to submit at least one complete half set for the project once plan review is completed and permits are issued.

C. PERMIT AND PLAN REVIEW FEES

Permit fees are based on “permit valuation” which is determined normally based on the type of construction, occupancy classification and square footage. For tenant finishes, tenant improvements and interior renovations however, “permit valuations” will be determined by the contractor based on his actual contract amount. As indicated previously, plan review fees are due and payable once plan review is completed. They are calculated at fifty percent (50%) of the required building permit fee. All checks are to be made payable to the City of Hendersonville. In most situations it is possible to handle the entire permit process, including payment of fees, online through our BluePrince permitting software. If you are interested in online permitting and payments, please visit the Building & Codes Department webpage by [clicking here](#).

D. BUILDING/PLUMBING/MECHANICAL INSPECTIONS

City inspectors will be conducting routine and/or required inspections during the construction process. It is the responsibility of the contractor or his agent to officially request and schedule all required inspections. This can be handled easily by calling the automated Building & Codes Department Inspection Line at 590-4642. Inspection requests may also be requested online and in person at the Building & Codes office located at 101 Maple Drive North. Inspection requests should not be made directly to the individual inspector; otherwise, unintended delays in your inspections could result. Some of the typical inspections that may be required for a project would include footings/foundations, rough-in framing, sheathing, mechanical, above ceiling, plumbing, water and sewer, and final. A graduated re-inspection fee of \$25 - \$100 may be assessed for re-inspections if it is determined that the work was in fact not ready for the requested inspection, noted corrections have not actually been completed or adequate access was not provided to conduct the initial inspection.

Note: All **electrical permits**, including low voltage permits, are issued by the State of Tennessee. Such permits may be purchased between the hours of 9:00 a.m. and 1:00 p.m., Monday thru Thursday here at City Hall in the office of the State Electrical Inspector. To speak to the Electrical Permit Issuing Agent, please call 822-4440. All **electrical inspections** are conducted and are under the jurisdiction of the State Electrical Inspector. The City of Hendersonville does not in any manner oversee nor supervise the State Electrical Inspector’s operation. However, we do attempt to coordinate our inspections with the State Electrical Inspector’s inspections to hopefully reduce possible delays and/or confusion. To schedule an electrical inspection, the State Electrical Inspector requires that you fax such a request to (615) 264-3605.

E. SPECIAL INSPECTIONS

All special inspections are to be coordinated with the Building Official or his designee prior to any specific request. The original stamped approval letter, or affidavit, from the engineer and/or special inspector must be provided to the City of Hendersonville prior to the next regularly scheduled inspection. Special inspections can not be considered in lieu of any required inspections unless they are first authorized by the Building official.

F. CONSTRUCTION TRAILERS

A temporary construction/office trailer may be placed on a construction site for a period of not to exceed one (1) year at a location specified on a site plan and approved by the Planning Commission or its designee. Continued use of the trailer on the site beyond the first year requires annual renewal and approval by the Planning Commission or its designee. For further information, please contact the Hendersonville Planning Department at (615) 264-5316.

G. SIGNAGE

The issuance of a building permit does not authorize any signage, temporary or permanent, whether or not shown on the submitted plans. All signage must be approved and permitted separately. A comprehensive sign package showing all signs (temporary or permanent, wall or ground) must be submitted to the Planning Department for review, approval, and the eventual issuance of a permit prior to installation. For further information, please contact the Planning Department at (615) 264-5316.

City of Hendersonville Building and Codes Department 615-822-3802