



Residential Construction Permit Checklist

Development Services

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Phone: (931) 451-0904

All documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show detail that it will conform to the provisions of the codes, relevant laws, ordinances, rules, and regulations, as determined by the appropriate code officials.

The checklist must be completed and attached to the completed building permit application with the information required below for the application to be accepted. Additional documents may be required if deemed necessary during the review process.

- Complete building permit application
- Surveyor prepared plot plan must include the following:
 - Signed and sealed by a licensed surveyor
 - Building setbacks and recorded easements
 - Locations of decks, patios and porches
 - Driveway location and dimensions
 - Location of water meter, sewer tap, fire hydrants, main water valve boxes and HVAC pad
 - Pervious and Impervious calculations
- Construction plans (PDF) must include the following:
 - Footing and Pier details
 - Slab and thickened slab details
 - Framing plans include floor joist layout, girder spans, window header size, beam layouts, garage door header size with brick lintel detail. Roof rafter and ceiling joist size and layout. Shear wall location along with design
 - Floor plan with dimensions and square footage
 - Structural Drawings
- Deck construction plans with details
- Window and exit door schedule
- HVAC equipment sizing calculations (manual J)
- Flood Hazard Information, where applicable
- Energy Efficiency including air barrier and type of fresh air intake