METRO DRAWING REQUIREMENTS FOR PERMITS

Site plans and building plans are required for all new buildings and additions. Only building plans are required for renovations and change of occupancy unless site work is to be done. Also, Use and Occupancy permits ***do*** require plans.

Submit a PDF file per the instructions below. You will be notified if more drawings are required for a specific project. An application number will be assigned for the permit process.
Using this application number will expedite all inquiries about your project during the plans review process

The building plans shall include a cover sheet and additional drawings to cover the extent of the project, such as foundation plan(s), floor plan(s), roof plan(s), framing plan(s), finish plan, door and window schedule, plumbing drawings, mechanical drawings and electrical drawings. Energy compliance certificates shall be provided in the set as per 2018 IECC and www.energycodes.gov. All plans shall be complete, correctly represent the project (i.e. building properly located on the site plan, no "opposite hand" buildings or framing, etc.) and be drawn to scale.

If a pre-engineered metal building is used, the following information is required:

1. A Letter of Certification properly sealed by a licensed Tennessee Engineer or Architect (hereafter called sealed)
   OR
   A complete set of sealed drawings from the metal building manufacturer
   AND
2. A sealed drawing of the foundation and foundation details

All building plans must be sealed by an architect or engineer that is licensed in the state of Tennessee if **any** of the following apply:

1. The building is 3 stories or more in height
2. The building is 5000 sq. ft. or more in area
3. The project is classified as an educational occupancy (childcare of six or more children for less than 24 hrs. and schools through the 12th grade)
4. The project is classified as an assembly occupancy (50 or more people can congregate in any one room for civic, social, religious, recreation, food and drink consumption or to await transportation)
5. The project is classified as an institutional assembly (nursing home, hospital, detoxification facility, etc.)
6. The building plans have a title block or any information that indicates that either an architect or an engineer prepared them. Only Interior Designers are exempt. A licensed Tennessee land surveyor or engineer must seal all site plans

The seals, signatures and dates shall be as described in Section 0120-2-.08(8) of the "Rules of State Board of Architectural and Engineering Examiners". **NOTE: Please check your seal for compliance with the above listed rule. If any plans are rejected due to errors that are listed above, your application process will be placed on hold. Please do not expect priority action on your application when corrected drawings are received by the Codes Administration.** Single family residences do not have to be sealed, except for number 6 (above).

To check the status of review at any time - https://epermits.nashville.gov/#/

THE REGISTERED USER IS RESPONSIBLE FOR TRACKING THE REVIEW. Using the link will allow access to department review status, open items, and comments by the review staff. Any questions will need to be directed to the specific department assigned on the permit application.

After approval by all departments on the application, a permit may be issued to a contractor that is licensed in Tennessee, has a permit bond and a Metro Nashville business license (questions: 615/862-6517). The permit bond is $10,000.00 for projects up to $25,000.00 total and $40,000.00 for projects over $25,000.00 total.

Listed below are the typical minimum requirements for each sheet of the plans, depending upon the project:

Cover/Code Data - Building height, building stories, building area, tenant area (sq. ft.), construction type, type of occupancy, codes with editions listed, sprinkler system type and design loads. See additional sheet below indicating information that should appear on the cover sheet, if applicable to the individual project

Site - ***(sealed sheets by a civil engineer)*** Property lines, building(s) dimensional location to the property lines and adjacent buildings, parking with accessible spaces, utility locations, easements, streets, alleys and driveways

Life Safety Plan - showing use for each space with occupant loads based on occupant load factors, exiting paths (with all furnishings / fixtures indicated) with exit occupant load and capacity of the exit door or exit stairway; common path and travel distance; limits and enclosures of smoke partitions, smoke barriers, one/two hour fire resistance rated partitions, and 2/3/4 hour fire resistance rated walls with appropriate wall legends, all spaces to be identified on the plan(s)

Building - Dimensioned floor plan(s), drawn to scale, all spaces to be identified on the plan(s), roof plan, doors, windows, plumbing fixtures, shelving and displays, door and window schedules, details of foundations and framing, UL numbers and locations of rated assemblies with appropriate wall legends, elevations, stair details, toilets, etc. Provide dimensional information on plans / interior elevations to indicate compliance with accessibility requirements – **"standard" details are not sufficient**

Electrical plans - Locate light fixtures, switches, exit signage, smoke detectors, receptacles and panels. Provide electrical symbols table, which includes GFCI

Plumbing - Fixture table, locate water heater, show drains, water lines, gas lines and vents

Mechanical - Exhaust fans, bathroom and dryer exhaust ducts, dampers, combustion air ducts and louvers, equipment specifications, duct layout and condensate lines

Structural - code design criteria, connections, framing, attachments, etc...detailed/dimensioned/noted for the structural items necessary for the project

If new interior lighting, site lighting, mechanical system, exterior walls and/or roof systems are a part of the project, completed energy reports would typically be required indicating compliance with the 2018 IECC requirements and verification from the electrical engineer the project is compliant with Metro Nashville's Dark Sky Ordinance

CURRENT ADOPTED CODE LISTING:

- 2024 INTERNATIONAL BUILDING CODE WITH LOCAL AMENDMENTS*
- 2024 INTERNATIONAL RESIDENTIAL CODE WITH LOCAL AMENDMENTS*
- 2024 INTERNATIONAL ENERGY CONSERVATION CODE*
- 2017 ICC/ANSI A-117.1 ACCESSIBLE AND USABLE BUILDINGS AND FACILITIES
- 2024 INTERNATIONAL PLUMBING CODE WITH LOCAL AMENDMENTS*
- 2024 INTERNATIONAL MECHANICAL CODE WITH LOCAL AMENDMENTS*
- 2024 INTERNATIONAL FUEL GAS CODE WITH LOCAL AMENDMENTS*
- 2023 NATIONAL ELECTRICAL CODE WITH LOCAL AMENDMENTS*
- 2018 LIFE SAFETY CODE (NFPA 101 AND NFPA 1) WITH LOCAL AMENDMENTS
  PENDING ADOPTION OF THE 2024 INTERNATIONAL FIRE CODE

*See Chapter 16 of Metro Code of Laws for local code amendments
**See Chapter 17 of Metro Code of Laws for zoning text

Metropolitan Nashville building code amendments may currently be found on the internet at:
https://www.nashville.gov/departments/codes/news/metro-adopts-2018-international-building-codes
All code books are available from the model code organizations and are available for review at the office of The Metropolitan Clerk

OCCUPANCY TYPES

Following is a summary of occupancy definitions that may be useful in determining requirements for the project to be permitted – **NOTE: verify all items per the current adopted code criteria before a determination is made for the specific project to be submitted, as many have multiple sub-categories which may be determined by the occupant load and specific use – provide the specific sub-category classification for each occupant type**

- **Assembly Occupancies (A)** *(A-1, A-2, A-3, A-4, or A-5)* - buildings or structures, or any portion thereof, for the gathering of persons for purposes such as civic, social, or religious functions or for recreation, food or drink consumption, or awaiting transportation, having a capacity of 50 or more persons. ***A registered design professional is required to prepare plans and specifications for this type of occupancy regardless of the size of the facility***. Examples include: amusement park buildings; auditoriums; churches, synagogues, mosques; dance halls; motion picture theaters; museums; passenger depots; public assembly halls; and restaurants that have a stage, provide dancing or entertainment features.
- **Business Occupancies (B)** - use of a building or structure, or any portion thereof, for office, professional, or service transactions including normal accessory storage and the keeping of records or accounts. A registered design professional is required to prepare plans and specifications if the building or structure is over two stories in height or is five thousand square feet or more in total gross area. Examples include: office buildings; service stations; bowling alleys; greenhouses; banks; libraries (other than school); restaurants with an occupant load of less than 50; and dry-cleaning establishments using nonflammable solvents.
- **Educational Occupancies (E)** - use of a building or structure, or any portion thereof, for the gathering together of six or more persons for the purpose of instruction through the 12th grade. ***A registered design professional is required to prepare plans and specifications for this type of occupancy, regardless of the size of the facility.*** Examples include: public and private schools; academies; and day care facilities.
- **Factory-Industrial Occupancies (F)** *(F-1 or F-2)* - use of a building or structure, or any portion thereof, for assembling, disassembling, repairing, fabricating, finishing, manufacturing, packaging or processing operations, but does not include buildings used principally for any purpose involving highly combustible, flammable, or explosive products or materials. A registered design professional is required to prepare plans and specifications if the building or structure is over two stories in height or is five thousand square feet or more in total gross area. Examples include: manufacturing plants; factories; assembly plants; processing plants; distilleries; and mills.
- **Hazardous Occupancies (H)** *(H-1, H-2, H-3, H-4, or H-5)* - principal use of a building or structure, or any portion thereof, that involves highly combustible materials or flammable materials, or explosive materials that have inherent characteristics that constitute a high fire hazard. A registered design professional is required to prepare plans and specifications if the building or structure is over two stories in height or is five thousand square feet or more in total gross area. Examples include: dry cleaning establishments using flammable solvents; explosive manufacturing; grain elevators; paint or solvent manufacturing; pyroxylin plastic manufacturing; sodium nitrate or ammonium nitrate; and storage of combustible film and tank farms used to store flammable liquids or gases.
- **Institutional Occupancy (I)** *(I-1, I-2, I-3, or I-4)* - ***A registered design professional is required to prepare plans and specifications for this type of occupancy regardless of the size of the facility.*** Examples include: hospitals; nursing homes; mental institutions (restrained and unrestrained), nursery facilities, adult day care, child day care, treatment centers, residential board and care; assisted living; jails; detention centers; correctional institutions; reformatories; pre-release centers; and other residential-restrained care facilities.
- **Mercantile Occupancies (M)** - use of a building or structure, or any portion thereof, for the display and sale of merchandise. A registered design professional is required to prepare plans and specifications if the building or structure is over two stories in height or is five thousand square feet or more in total gross area. Examples include: shopping malls; stores; shops; and markets.
- **Residential Occupancy (R)** *(R-1, R-2, R-3, or R-4)* - use of a building or structure, or any portion thereof, for sleeping accommodations not classified as institutional occupancies. A registered design professional is required to prepare plans and specifications if the building or structure is over two stories in height or is five thousand square feet or more in total gross area. Examples include: multiple dwellings (more than two families); hotels and motels; dormitories; lodging houses; convents and monasteries; and custodial care facilities of more than five but not more than 16 persons.
- **Storage Occupancy (S)** *(S-1 or S-2)* - principal use of a building or structure, or any portion thereof, for storage that is not classified as hazardous, or for the purpose of sheltering animals. A registered design professional is required to prepare plans and specifications if the building or structure is over two stories in height or is five thousand square feet or more in total gross area. Examples include: aircraft hangars; garages; warehouses; storage buildings; freight depots; and automobile parking structures.
- **Utility Occupancy (U)** - principal use of a building or structure of an accessory character not classified in any specific occupancy. A registered design professional is required to prepare plans and specifications if the building or structure is over two stories in height or is five thousand square feet or more in total gross area. Examples include: agricultural buildings; private garages; carports; barns; stables; communications equipment; sheds; tanks; and towers.

COVER/CODE DATA SHEET FOR PLANS SUBMISSIONS

(typical information that may be required if relevant to the project)

Project name; **Project address**; **Project description (scope of work); Project contact person: (Registered Architect or Professional Engineer in Responsible Charge)**

Architects/engineers/landscape architects: List all names and pertinent information for each registrant (architect, engineers, and landscape architect) involved in the project, as these are the contacts we will need if we have questions or need clarifications. Include each engineering discipline represented in the project (civil, electrical, mechanical, plumbing, structural) - provide each name, company name, telephone + area code and email address

Typical information required for a project review on the sheet –

Design Codes/Edition: IBC + NFPA
Type(s) of Construction: IBC + NFPA
Occupancy Group(s): IBC + NFPA
Total Square Footage of the project
Total Square Footage Per Individual Construction Type(s), broken out by occupancy type(s)
Total Square Footage Per Occupancy Type(s)
Total Occupant Load Per Floor: per IBC + (NFPA if project requires both)
Number of Stories (excluding basement unless educational or assembly occupancy)
Height of Building from Grade Plane (indicate calculated grade plane information on drawings)
Building Area for Renovation projects: Per Story, Existing, Proposed, Total
Plumbing Fixture Calculations (show the calculations) – provide per occupancy type (and per floor if multi-story)
Number of Parking Spaces Required, Proposed, Accessible, Van
Fire Protection hourly ratings for all structural components and occupancy separations required by the applicable building code.
Sprinkler System Type (if provided), Standpipe System

General Notes: include information if applicable to the project

Show area increase calculations per IBC Chapter 5.

Identify any exceptions/appeals/equivalencies and authority granting approval.

Statement with Regard to Standard of Care

The design documents submitted to the building official should reveal the complete design intent in all building trades. There should be no areas of incompleteness wherein any building trade or contractor is compelled to make design decisions. Unless the documents meet these criteria, the building official should reject the documents in order to safeguard life, health, and property by requiring that only qualified architects, engineers, and landscape architects may practice architecture, engineering, and landscape architecture.