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www.thompsons-station.com



1550 Thompson's Station Road W.  
P.O. Box 100  
Thompson's Station, TN 37179

Please provide the following items when applying for a Building Permit. Please include this check list with your submittal as verification that all items are included.

- Application
- Signed Property Owners Statement
- Erosion Form
- Energy Compliance Form
- Copy of Contractor's License
- Proof of Insurance
- Receipt of payment from Williamson County
- Two (2) sets of building plans (**24x36**) – must include foundation plans
- Site Plan (**to scale**) – *directions and sample are attached*
- Lumber Design Package
- Manual J load calculations for HVAC
- Homes over 5000 total square feet under roof require stamped Engineer's plans or an Engineer's letter.
- Tollgate and Bridgemore applications require the submittal of a "Certificate of Appropriateness" issued by the Homeowners Association.
- Additionally, please e-mail an electronic copy of the site plan and the building plans to:

Wendy Deats, Town Planner, at [wdeats@thompsons-station.com](mailto:wdeats@thompsons-station.com)  
Thompson's Station uses the 2015 Building Codes (Eff 01/01/2018)

# Application Form



Complete the following and return to Town Hall with one (1) site plan and two (2) sets of building plans. **\*Building plans must be size 24x36"** at minimum. Digital or faxed copies of plans will not be accepted.

**Applicant Information:** (Please print)

Company / Business Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone # 1: \_\_\_\_\_

Street / Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone # 2: \_\_\_\_\_

**Parcel / Property Information:**

Owner Name: \_\_\_\_\_

Parcel Address: \_\_\_\_\_

Owner Address (if different from Parcel Address): \_\_\_\_\_

The attached *Owner's Affidavit* must be signed, if applicable

**Check one:**  sewer  septic  n/a

Tax Map & Parcel #: \_\_\_\_\_ Acreage: \_\_\_\_\_ Deed Book & Page #: \_\_\_\_\_

Project / Subdivision Name: \_\_\_\_\_ Lot #: \_\_\_\_\_

Plat Book & Page #: \_\_\_\_\_

**Office Use** - - - - -

<input type="checkbox"/>	Grading Permit	<input type="checkbox"/>	Right of Way Work Permit
<input type="checkbox"/>	Building Permit	<input type="checkbox"/>	Infrastructure Work Permit (Sewer)
<input type="checkbox"/>	Demolition Permit	<input type="checkbox"/>	Board of Construction Appeals
<input type="checkbox"/>	Blasting Permit	<input type="checkbox"/>	Other:

Staff Comments: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**To request an inspection, visit [www.thompsons-station.com](http://www.thompsons-station.com) anytime and fill out the Inspection Request Form.**

**PROPERTY OWNER(S) STATEMENT**

STATE OF TENNESSEE  
COUNTY OF WILLIAMSON  
TOWN OF THOMPSON'S STATION

I / We, \_\_\_\_\_, declare that I / we am / are the owner(s) of the property described herein and hereby give authorization for the filing of this application. Further, I / we do, by my / our signature(s) on this agreement, absolve the Town of Thompson's Station of all liabilities regarding any deed restrictions that may be applicable to the property described herein. (Signature of all property owners is required. The owner in escrow is not acceptable.)

I / We declare that all encumbrances on the subject property are shown on the submitted site plan (or are attached on a separate sheet) and that the purpose of all encumbrances (and ownership of all easements) is stated. In the case of a tentative map, I / we further declare that the property involved in this application is free from all encumbrances that would conflict with the project application, particularly dedications of the right to further subdivide to the Town of Thompson's Station.

I / We hereby grant the Town admittance to the subject property as necessary for processing of the project application.

I / We declare under penalty of perjury that the foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

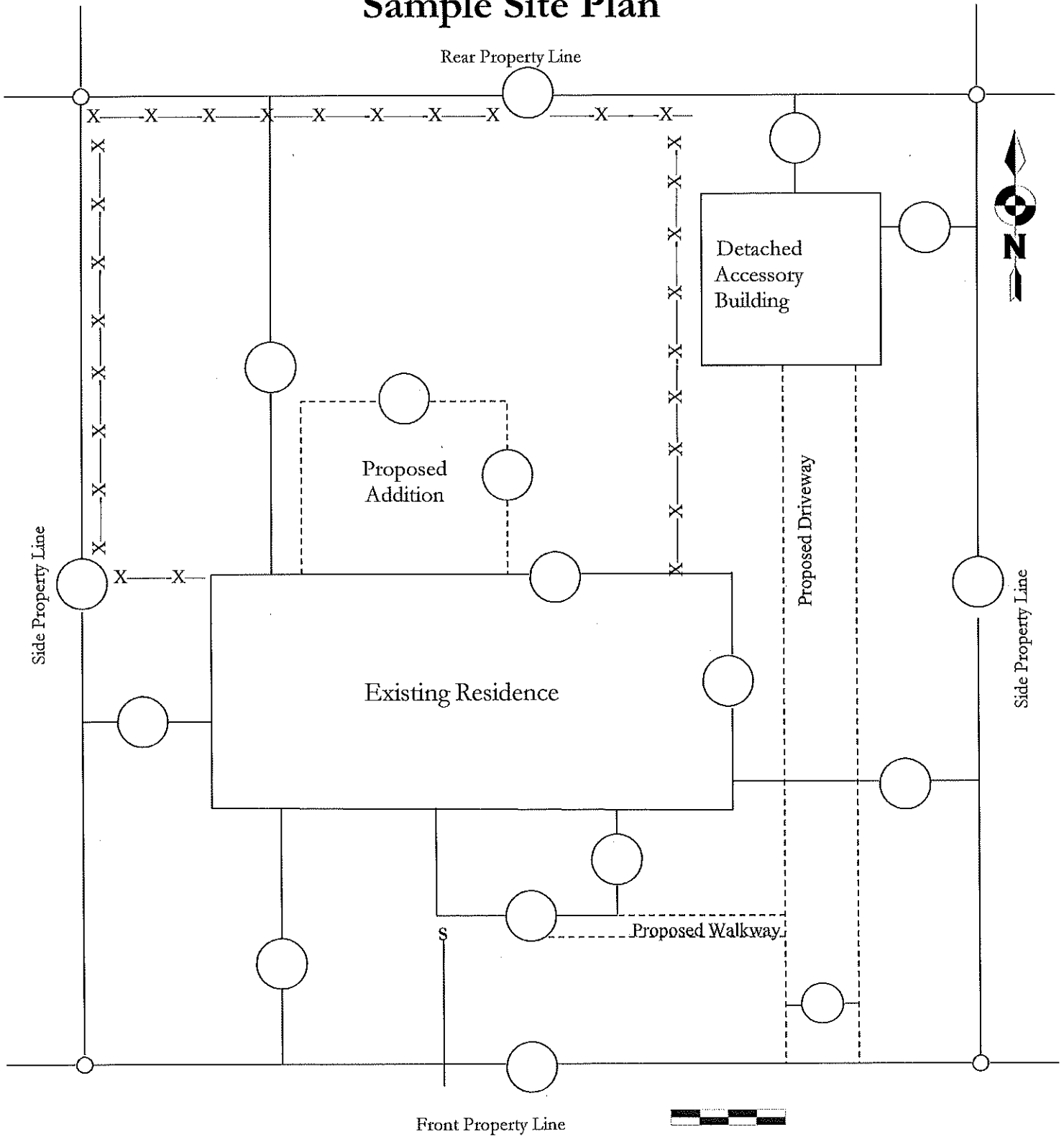
Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# Sample Site Plan



House Number and Street Name with Lot Number

**Note:** On the site plan you create please show distances in feet where you see circles shown on the Sample Site Plan above.

This document is not intended to allow a site plan to be used when a survey, prepared by a licensed surveyor, is required.