

Phone: (615) 794-4333  
Fax: (615) 794-3313  
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: \_\_\_\_\_

## SINGLE STEP ENERGY CODE COMPLIANCE

You are "deemed to comply" with the *Tennessee State Energy Code for Buildings* if your structure meets the following conditions:

1. Your building shall be a one (1) or two (2) family detached dwelling.
2. Your building shall not be larger in size than 5,000 square feet of conditioned floor space.
3. Your building site must be located in an are of the state where climatic conditions are less than 3800 Heating Degree Days (HDD).
4. Your building is three (3) stories or less in height.
5. You shall comply with the *Energy Code* requirements for limiting air infiltration.
6. Equipment efficiencies required by the *Energy Code* shall be observed.
7. You shall not make any substitutions of any kind for R-Values listed below:

<input type="checkbox"/> Openings in gross wall area	19% maximum
<input type="checkbox"/> Ceiling insulation *	R-49
<input type="checkbox"/> Floor insulation *	R-19
<input type="checkbox"/> Slab perimeter insulation **	R-4
<input type="checkbox"/> Wall insulation, Fiberglass batts	R-19
<input type="checkbox"/> Foam Sheathing insulation ***	R-4
<input type="checkbox"/> Basement masonry wall insulation	R-7
<input type="checkbox"/> Windows, double pane or single pane with storm window	R-1.78 (U-0.56)

All R-values hall be printed on the actual insulation.

These R-values may result in some degree of "over-design". This was done so this method could apply to almost all one (1) and two (2) family residential construction in the greater Nashville area. If you must change one (1) or more of the R-values listed to a lower R-value, then do not use this method. **No substitutions are allowed here.**

Instead, you may use another method, such as the Trade-off Worksheet, to show compliance.

At the time a permit is requested, you shall state how you plan to meet the Tennessee State *Energy Code*. When using this method, you are not required to turn in any additional paperwork.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

*\*Sloped ceilings, such as cathedral & tray ceilings, which require batt insulation, may be insulated with R-19 batts, provided the R-19 batts do not exceed 30% of the total ceiling area and provided the flat portion of the ceilings is insulated R-30 or greater*

*\*\*May install foam under an unheated slab, when using F2 0.64 method, provided the flat ceiling area is insulated to R-38 or the foam sheathing is R-5*

*\*\*\*Plywood or OSB may be used for corner and structural bracing as long as the amount used does not exceed 20% of the gross wall area.*

# TOWN OF THOMPSON'S STATION

## EROSION PREVENTION AND SEDIMENT CONTROL CHECKLIST

Applicant Name			Property Address			
Address			Subdivision/Section			Lot No.
City	State	ZIP	Map	Group	Parcel	Zoning Certificate

The following pre-construction erosion prevention and sediment control Best Management Practices (BMP's) must be correctly installed prior to the initiation of the soil disturbance activities:

- A stabilized construction access, such as a temporary stone access, must be installed to prevent offsite tracking.
- Silt fence, or other sediment barriers, must be installed along topographical contours downslope of the area to be disturbed.
- Where applicable, inlet protection for nearby storm sewer curb and drop inlets must be installed.

The following erosion prevention and sediment control BMP's must be performed **until the project is completed:**

- Establish of 100-foot total width non-disturbance easements along streams, rivers and ponds must be provided to avoid erosion of banks and infiltration of silt.
- Topsoil should be stripped from all cut and fill areas, stockpiled and redistributed over graded areas to a minimum depth of six (6) inches. A sediment barrier must be installed around the base of the stockpile to prevent erosion.
- Stabilization measures must be performed within seven (7) days in portions of the site where construction activities have temporarily or permanently ceased, within fifteen (15) days after final grading, or prior to final inspection. Stabilization practices may include temporary seeding, permanent seeding, mulching, matting and sod stabilization.
- Inspections of all control measures and disturbed areas must be performed at least once every seven (7) days. Inspections must be documented and include the date of the inspection and major observations.
- Based upon the results of inspections, any inadequate control measures or control measures in disrepair must be replaced or modified, or repaired as necessary, within seven (7) days after the need is identified.
- Sediment must be removed from the sediment barriers and other sediment controls when design capacity has been reduced by 50%.
- Sediment that has escaped the construction site and has collected in the street or drainage structures must immediately be physically removed.
- All damage to existing pavement, drainage structures and curbs resulting from new construction must be repaired or replaced by like materials at the builder's expense.
- All trees designated to remain must be protected. Heavy equipment should not be operated or stored, nor materials handled or stored, within the drip lines of trees.
- Roof downspouts must discharge onto splash blocks to prevent erosion. If downspouts are routed through drain lines, the system must not discharge directly into the street or drainage system.
- Restroom facilities for construction employees must be made available.
- Building and waste materials, and non-storm water discharges, such as concrete or paint wastewater, must be managed to prevent them from entering the storm water system or nearby body of water.

I certify that I have read this document and understand the erosion prevention and sediment control requirements herein. I understand that these requirements will be inspected and enforced by the Thompson's Station Building Official and that failure to comply may result in the issuance of a "Stop Work Order" until the deficiency is brought into compliance.

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

Printed Name: \_\_\_\_\_ Permit No. \_\_\_\_\_



## **How to Create a Single Lot Site Plan**

*Site Plan: A drawing of a property as seen from above, including but not limited to a north arrow, sewer service line locations, grading and erosion control, and other pertinent information. Show proposed improvements with exact size, shape and location of all existing and proposed buildings and structures, parking areas, driveways, walkways and patios.*

### **Site Plans Must be To Scale:**

Choose standard scale, either an Architectural or Engineering Scale and note the numeric scale used on plan (i.e. 1 inch=20 feet).

### **Draw Property Lines:**

Label all dimensions in feet.

Show the property lines and note the setback, the building dimensions and the lot coverage. A plat of the neighborhood may help you in determining the dimensions of the parcel. This may be available through the Planning Department.

### **Draw all Buildings and Structures on the Plan:**

Show existing buildings and structures as a solid line and all additions as a dashed line.

Be sure to show the precise footprint of all buildings or structures including, but not limited to: steps, decks, porches, fences, bay windows and HVAC platforms.

### **Draw Driveway and Parking on the Plan:**

Show all parking areas, driveways (max slope is 8% within the first 15 feet from sidewalk), walkways and patios in their precise locations in relation to the property lines and with their accurate footprint. Show proposed paved areas with a dashed line. Show the length and width of driveways.

### **Locate Easements and Service Lines:**

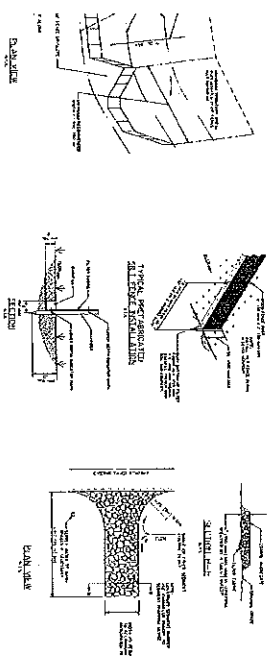
Locate all easements on the property along with the location of the sewer service line and the location of the grinder pump (if applicable).

Septic areas must be clearly labeled and approval from Williamson County Sewage Disposal is required.

### **Critical Lot Requirements:**

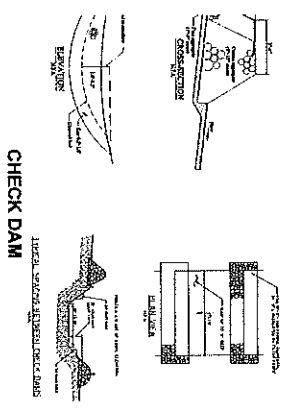
Engineered footing plan with Engineer's stamp on site plan and construction drawings.

*Sample Site Plan is included on the next page*

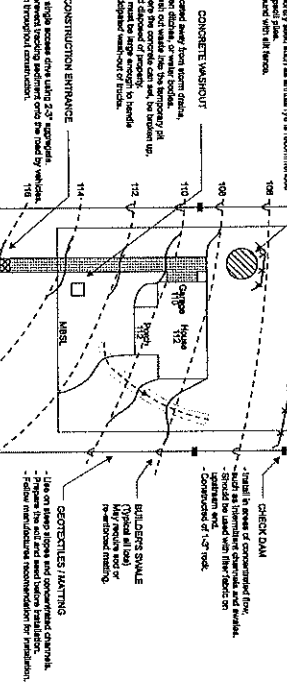


SILT FENCE

CONSTRUCTION ENTRANCE

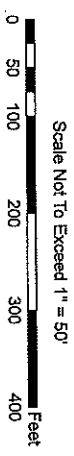


CHECK DAM



**Additional Notes:**

- Erosion or sedimentation, or transport of other pollutants or forms of pollution, due to various land development activities must be controlled.
- The owner/operator should perform inspections to ensure that vegetation, erosion and sediment control measures and other protective measures identified in the site plan are kept in good and effective operating condition.
- No land disturbance activities, whether by private or public action, shall be performed in a manner that will negatively impact storm water quality whether by illicit discharge, flow restrictions, increased runoff, or by diminishing channel or floodplain storage capacity.
- Within any Waterway Natural Areas (WNA), there shall be no clearing, grading, construction or disturbance of vegetation except as permitted by the Williamson County Engineering Department.
- Prior to the final inspection, all disturbed areas should be adequately stabilized. Where driveway culverts are required, headwalls must be installed according to the Williamson County Subdivision Regulations. Culvert sizing should be done in accordance with the Williamson County Highway Department regulations and/or as specified by the recorded plat.



**Typical Site Specific Erosion Control Plan**

Prepared for purposes of the application for Land Disturbance Permit  
January 18, 2011

**Erosion and Sediment Control Notes**

- The following pre-construction erosion prevention and sediment control Best Management Practices (BMPs) must be correctly installed prior to the initiation of the disturbance activities:
- A stabilized construction access, such as a temporary stone access, must be installed to prevent onsite tracking.
- Silt fences or other sediment barriers must be installed along topographical contours down-slope of the area to be disturbed.
- Where applicable, inlet protection for nearby storm sewer curbs and drop inlets must be installed.

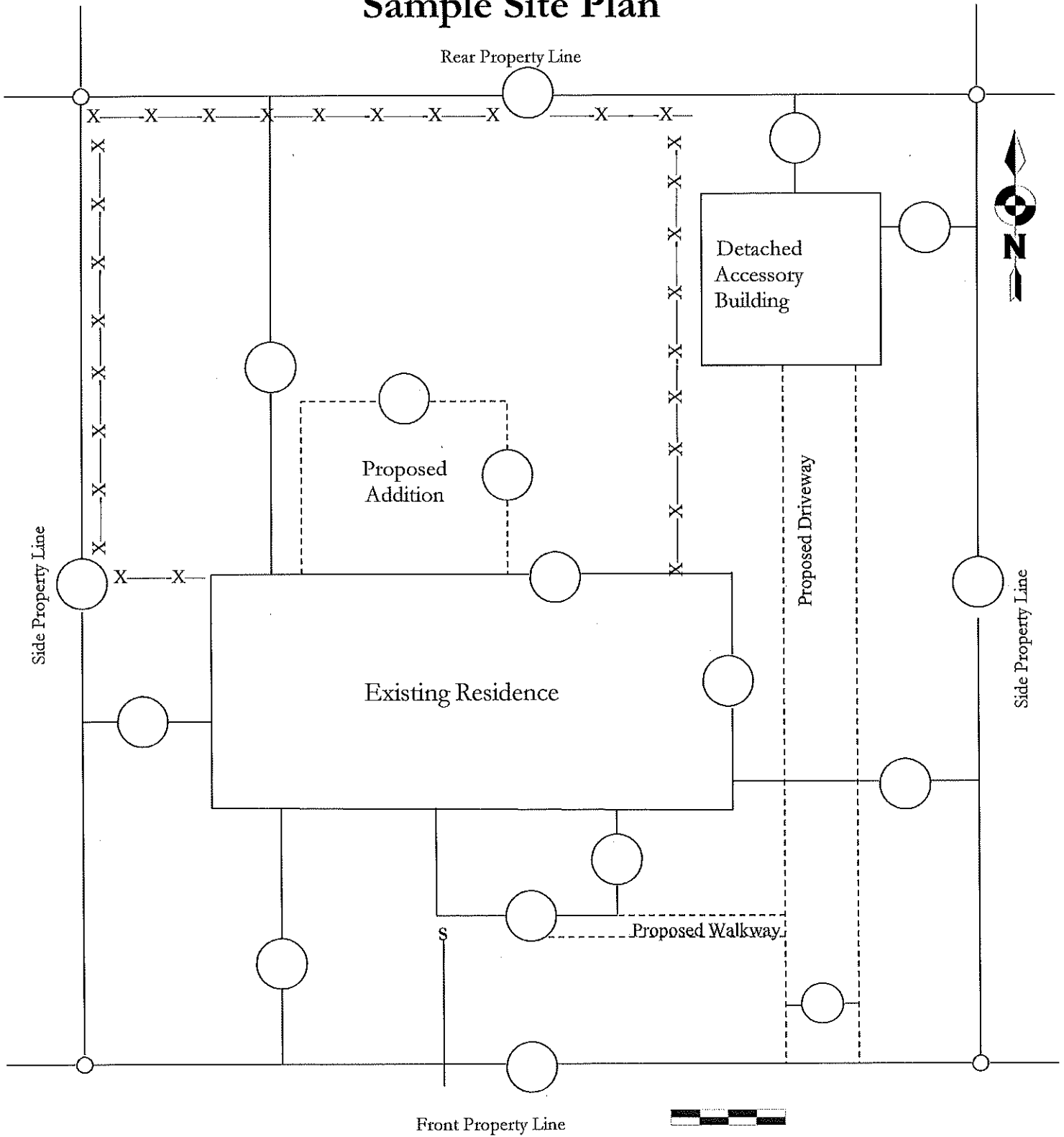
**The following erosion and sediment control BMPs must be performed until the project is completed:**

- Erosion and sediment controls should be installed, inspected, and maintained in accordance with the Williamson County Storm Water Management Manual.
- Inspections of the control measures and disturbed areas must be performed by a qualified individual at least twice every calendar week until the site is adequately stabilized. Inspections should be performed at least 72 hours apart. Inspections should be documented and available if requested.
- Based on the results of inspections, any inadequate control measures or control measures in disrepair must be replaced or modified, or repaired as necessary, before the next rain event, but in no case more than 7 days after the need is identified.
- Sediment should be removed from sediment traps, silt fences, sedimentation ponds, and other sediment controls as necessary, and must be removed when design capacity has been reduced by 50%.
- Sediment that has escaped the construction site and has collected in the street or drainage structures must immediately be physically removed.
- Stabilization measure should be initiated as soon as possible on portions of the site where construction activities have temporarily or permanently ceased. Temporary or permanent soil stabilization at the construction site (or a phase of the project) must be completed not later than 15 days after the construction activity on that portion of the site has temporarily or permanently ceased. (Stabilization practices include: temporary seeding, permanent seeding, mulching, matting, and sod stabilization.)
- Roof downspouts must discharge onto splash blocks to prevent erosion. If downspouts are routed through drain lines, the system must not discharge directly into the street or drainage system.
- Restroom facilities for construction employees must be made available.
- Building and waste materials, and non-storm water discharges, such as concrete or paint washwater, must be managed to prevent them from entering the storm water system or nearby waterbody.
- All damage to existing pavement, drainage structures, and curbs resulting from new construction must be repaired or replaced by like materials at the builder's expense.

**Must be sealed by one of the following:**

1. Licensed Civil Engineer
2. Registered Land Surveyor
3. Registered Architect
4. Registered Landscape Architect
5. Certified Professional in Erosion and Sediment Control

# 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.



# Building Inspections Guide

## Footings:

- Permit posted on site
- minimum depth of 8 inches or more
- Width of 20 inches
- 2 runs of half-inch (diameter) rebar, with a 12-inch lap

## Foundation:

- Installed ADS piping & gravel
- Damp proof block (white and black coating)
- Green Plate Bolts (1/2 x 7 minimum) (1 1/2 or 2 inch washers)
- Bolts no more than 12 inches from end and 6 feet apart

## Plumbing Slab:

- Air test 100 PSI water line (above slab)
- Air test for PVC and drain line = 5PSI & 10 head test
- Sleeve on PVC through exterior wall (concrete block) and foamed or caulked
- Strap all PVC midway in walls
- Look for nail guards
- 3 inch requires 4 inch x 16 inch nail protection metal plate, with 8-16 penny nails in metal plate

## Water and Sewer:

- Water on line and water on sewer line

## Load Point & Frame:

- Check engineer plans
- Look over joist from plumbers
- Plan will show load point with a black dot • or diamond ◆
- F19 or F08 will be load points

- Trusses look for hurricane hangers, brack 2x4 for truss
- Slab framing 1/2-inch bolts 12" from ends of bottom plate, 6 feet apart
- Ask for engineered plans from lumber company
- Frame LVL nail pattern on bolts
- 3-ply may be nailed on bottom
- 4-ply bolted with 1/2 or simpson bolts
- Check joist layout; look for cut joist top and bottom cord
- Draft stop stairs blocking in between stair studs, top to bottom

## Insulation:

- Follows 2015 ENERGY Code
- Caulk all stud joints top plate and bottom plate. Fill all holes with caulking or foam.
- Insulation R20 walls, R49 ceiling

## Final:

- All plumbing fixtures are in working order with hot and cold water
- All piping caulked or framed
- Check steps for height, 3/8" difference and 7 3/4 max height
- Self-closing door to garage
- Ballard at water heater/AC unit
- Walkway clear of all piping and 22" wide
- Hammer arrestor on washer, ice maker, dishwasher, quick cut
- Exterior grading sloped 6" in 10' of house

# Town of Thompson's Station

# BUILDING PERMIT

## No. xxxx

**Location: (Address)**

**Lot: (Lot Subdivision)**

**Type of Building: Residential**

**TERMS:** It shall be unlawful to commence the excavation for the construction of any structure, including accessory units; or to commence the moving or alteration of any building until the Building Official has issued a Building Permit for such work.

Any violation is subject to a fine of up to \$50.00 for each day without a Building Permit. This permit must be posted securely at a height of 5 feet, protected from weather, and visible from the street when excavation or work begins.

Do not copy or laminate this permit.

**REMOVAL, ALTERATION OR MUTILATION OF THIS PERMIT IS PROHIBITED.**

**Builder: (Builder Name)**

**Issued By: Richard King, Building Codes Official**

**Date: xx/ xx/ xxxx**

For inspections, call (615) 794-4333 Mon - Thurs, 8- 9 a.m. or 4 - 5 p.m.

Inspection Log	Initial	Date
Footing Inspection:	_____	_____
Foundation Inspect:	_____	_____
1st Floor Load Points:	_____	_____
Slab & Radon Insp:	_____	_____
Plumbing Rough-In:	_____	_____
Water & Sewer:	_____	_____
Electric Inspection:	(State) _____	_____
HVAC Inspection:	_____	_____
Natural Gas Inspection:	_____	_____
Brick (Lintel) Inspection:	_____	_____
Framing Inspection:	_____	_____
Insulation Inspection:	_____	_____
Final Inspection:	_____	_____

**NOTE:**

**CONSTRUCTION HOURS ARE BETWEEN 7AM-6PM MON-SAT**

**STAMPED, APPROVED PLANS MUST BE POSTED AT JOB SITE IN ORDER FOR INSPECTIONS TO BE PERFORMED.**

**ALL NECESSARY FEES MUST BE PAID IN FULL PRIOR TO INSPECTIONS.**

**FAILURE TO COMPLY WITH TOWN'S REQUIREMENTS MAY RESULT IN CANCELLATION OF INSPECTIONS.**

**International Plumbing Code Section 311 states that toilet facilities for construction workers shall be provided and kept in sanitary condition. One portable toilet shall be provided for every 10 workers.**

## Residential Building Permit Fees

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

Subdivision and Lot: \_\_\_\_\_

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

Permit #
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### Calculated as follows:

Air Conditioned Space (1)      \_\_\_\_\_      Sq. Ft.

Garage / Porch / Other Space      \_\_\_\_\_      Sq. Ft.

Total Square Footage (2)      \_\_\_\_\_      Sq. Ft.

Town Impact Fee: \$ 1.00 per sq ft x figure (1) =      \_\_\_\_\_

Building Permit Fee: .45¢ per sq ft x figure (2)[\$100.00 min.] =      \_\_\_\_\_

Single Lot Review Fee = \$ 25.00      25.00

Other Fees: (example: deck = \$ 50.00; \*\* EDF)  
 \_\_\_\_\_  
 \_\_\_\_\_

Total Fees:      \_\_\_\_\_

**\*\* Bridgemore Village, Fields of Canterbury, & Tollgate Village:  
 Add Effluent Disposal Fee (EDF) of \$ 2,500.00.**

**NOTES:**

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## TOWN OF THOMPSON'S STATION FEE SCHEDULE

### Review Fees

Development Concept Presentation	\$250.00
Residential Site Plan	\$5.00 per acre + \$15.00 per lot
Non-Residential Site Plan	\$5.00 per acre + \$50.00 per lot
Residential Preliminary Plat	\$10.00 per acre + \$20.00 per lot
Non-Residential Preliminary Plat	\$10.00 per acre + \$100.00 per lot
Residential Final Plat	\$25.00 per acre + \$50.00 per lot
Non-Residential Final Plat	\$25.00 per acre + \$150.00 per lot
Residential Construction Drawing	\$.75 per linear foot of roadway
Non-Residential Construction Drawing	\$70.00 per acre
Residential Revision to Final Plat	\$100.00 per affected lot
Non-Residential Revision to Final Plat	\$150.00 per affected lot
Residential Single Lot Site Plan	\$25.00
Non-Residential Single Lot Site Plan	\$.30 per gross square footage
Commercial Site Plan Review (existing structures)	\$.10 per gross square footage
Board of Zoning Appeal (BZA) application*	\$100.00
Construction Board of Appeals application	\$100.00
Plat Recording Fees	\$25.00 per sheet (mylar copies only)
Re-zone	\$250.00
Third Party Plan Review	Pass through cost per Ordinance 04-001
Change of Use Review for Zoning Compliance	\$.10 per gross square footage

### Permit Fees

Residential and Commercial Building Permits	\$.45 square foot - \$100.00 minimum
Re-inspection Fee	\$50.00
Residential Remodel	\$.10 square foot - \$100.00 minimum
Commercial Remodel	\$.20 square foot - \$100.00 minimum
Demolition	\$100.00
Driveway/Right-of-Way	\$50.00
In Ground Swimming Pool	\$300.00
Above Ground Swimming Pool (>2 foot depth)	\$50.00
Deck	\$50.00
Home Occupation	\$10.00
Sign	\$50.00 per sign
Master Sign Plan/Program	\$150.00
Temporary Sign Permit	\$10.00
Billboard Sign Face Replacement	\$200.00
Temporary Use/Event (staff level approval)*	\$10.00
Temporary Structures (tents, sales trailers, etc.)	\$50.00
Retaining Walls	\$100.00 + any pass through charges
Third Party Plan Review	Pass through cost per Ordinance 04-001
House/Building Moving	\$250.00
Change of Contractor	\$50.00
Grading/Excavation	\$250.00
Blasting	\$50.00
Miscellaneous	\$75.00
Sheet folding	\$5.00 per sheet
Minor Modification to plans (after construction starts)	\$100.00
Extension/Renewal (90 days maximum)	½ original permit fee (each)

•Unpermitted construction/activity may be subject to double fees

•Returned Checks - \$35.00

\*Non-profit groups waived from the fee.

**Miscellaneous Fees**

Illegal Temporary Signs (removal charge)	\$25.00
Cancelled Permit	10% Review - \$25 minimum
Replacement Permit (related to natural disaster)	\$100.00
Early Review of Letters of Credit/Bonds	\$500.00
Annual Application for Sewer Haulers	\$50.00



## Certificate of Appropriateness

This Certificate of Appropriateness is hereby granted to the below noted applicant by the  
Bridgemore Architectural Review Committee:

Applicant: \_\_\_\_\_

Builder: \_\_\_\_\_

Lot Number: \_\_\_\_\_

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

### Description of Work Approved:

- |                                |   |
|--------------------------------|---|
| <input type="checkbox"/> House | <input type="checkbox"/> Out Building       |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Landscape          |
| <input type="checkbox"/> Pool  | <input type="checkbox"/> Exterior Materials |

This certificate is not a permit of any kind. Any alteration or revision to the work described on this Certificate requires additional review and approval by the Bridgemore Architectural Review Committee. The Architectural Review Committee does not review interior work unless it effects the exterior portions of the structure or is visible from the outside of the structure in question.

Approved By:

Date: