

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

Thompson's Station uses the 2009 IRC Building Code (Eff 01/01/2015)

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: _____

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

April 6, 2015

Dear Builders:

The Town is aware that a number of third party building inspections have occurred over the last several months, none of which had prior approval from the Town Building Official. Going forward, this practice is no longer acceptable. Effective April 6, 2015, The Town of Thompson's Station will no longer allow third party building inspections that have not received prior approval from the Building Official. The Town has hired a part-time Building Inspector to assist with the anticipated increase in number of inspections. Inspections will be conducted Monday through Friday.

This policy is in accordance with the 2009 International Building Code, which the Town adopted effective January 1, 2015:

104.1 General. The *building official* is hereby authorized and directed to enforce the provisions of this code. The *building official* shall have the authority to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall be in compliance with the intent and purpose of this code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this code.

104.4 Inspections. The *building official* shall make all of the required inspections, or the *building official* shall have the authority to accept reports of inspection by *approved agencies* or individuals. Reports of such inspections shall be in writing and be certified by a responsible officer of such *approved agency* or by the responsible individual. The *building official* is authorized to engage such expert opinion as deemed necessary to report upon unusual technical issues that arise, subject to the approval of the appointing authority.

110.4 Inspection agencies. The *building official* is authorized to accept reports of *approved* inspection agencies, provided such agencies satisfy the requirements as to qualifications and reliability.

Please do not hesitate to contact Town Hall with any questions you may have regarding the third-party inspection policy.

Sincerely,

Richard L. King
Town Building Official

Joe Cosentini
Town Administrator

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, please call Town Hall at (615) 794-4333 between the hours of 8-9 am or 4-5 pm, Monday through Thursday. If leaving a message, please include the property location (Subdivision & Lot # or Address), type of inspection needed, and your contact information.

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 area 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-30
<input type="checkbox"/> Floor insulation	R-19
<input type="checkbox"/> Slab perimeter insulation**	R-4
<input type="checkbox"/> Wall insulation, Fiberglass batts	R-13
<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 shall 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 to 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 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.

Locate Easements and Service Lines:

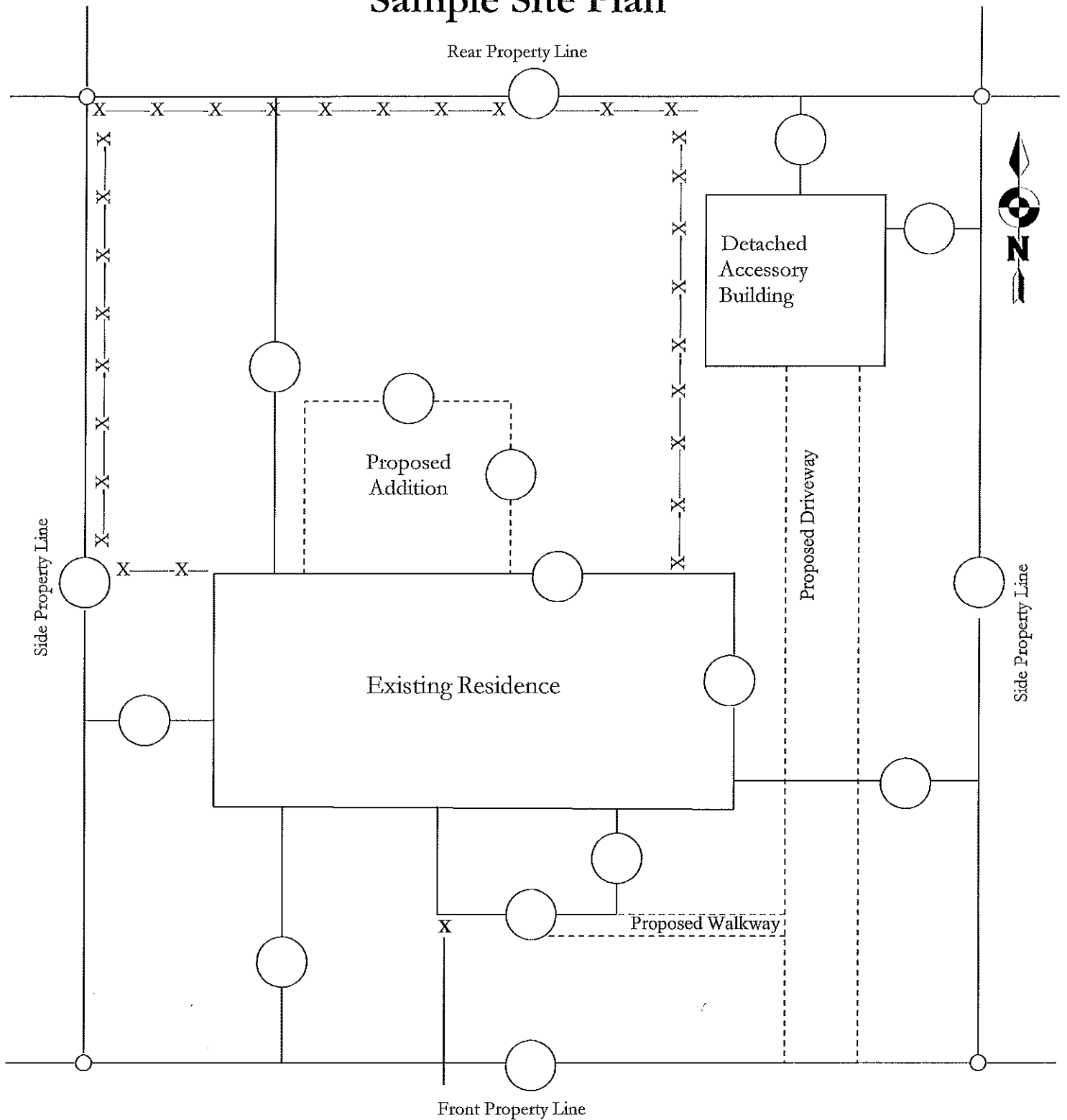
- Locate all easements on the property along with the location of the sewer service line and the location of the grinder pump (if applicable).
- Septic areas must be clearly labeled and approval from Williamson County Sewage Disposal is required.

Critical Lot Requirements:

- Engineered footing plan with Engineer's stamp on plans.
- Topographical information on Site Plan (2-foot contours).

Sample Site Plan is included on the next page

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

Footing:

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

Foundation:

- Damp proof block (white and black coating)
- Green Plate Bolts (1/2 x 7 minimum)
- 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
- 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

Frame:

- Check engineer plans
- Look over joist from plumbers
- Plan will show load point with a black dot • or diamond
- F19 will be load points or F08 might be
- Trusses look for hurricane hangers, brack 2x4 for truss
- Slab framing ½-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 ½ 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:

- Caulk all stud joints top plate and bottom plate. Fill all holes with caulking or foam.
- Insulation R13 walls, R30 ceiling

Final:

- Check all faucets for hot and cold
- Check steps for height, 3/8" difference only in all flights of stairs
- Hammer arrestor on washer, ice maker, dishwasher, quick cut

Residential Building Permit Fees

Date: _____

Subdivison and Lot: _____

Address: _____

Permit #

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: _____

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.

<u>Inspection Log</u>	<u>Initial</u>	<u>Date</u>
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.

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:

House

Out Building

Fence

Landscape

Pool

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: