



BUILDING AND NEIGHBORHOOD SERVICES RESIDENTIAL PLAN SUBMITTAL CHECKLIST

Residential plans may be submitted by courier, walk-in, or by a shipping service. All plan submittals shall be accompanied by a checklist signed by the applicant. Complete submittals shall be date stamped by BNS staff upon receipt. The following is a list of submittal requirements for all RESIDENTIAL construction.

- A completed Residential Building Application (Download from the City website; www.franklintn.gov)
- A **Plot plan** no larger than 11" X 17" is required for new construction, and all additions, including porches, decks and swimming pools. The plot plan shall be **drawn to scale** showing setbacks, easements, building footprint, building overhangs, location of proposed additions (if applicable), driveway, street, location of required swimming pool fence.
Only appurtenances may encroach in a setback. Only one accessory structure is permitted on a residential lot and it is required to be 5' off any property line and cannot be located in any easement. A deck is permitted to encroach into a rear setback but only if it is not covered.
- Two sets of house plans required for all new construction.
The front façade of the house is required to be 12", 18" or 24" above grade.
Building materials cannot change at house corners.
All porches are required to be a minimum of 6' of usable depth.
Garages are required to be setback from the front of the house.
- A written description of the proposed work is required for renovations, demolitions, accessory structures and miscellaneous construction.
- One set of plans showing the proposed work is required for renovations, demolitions, accessory structures and miscellaneous construction.
- If removing an existing building & building new on the site, an existing and proposed plot plan is required if offsets are requested.
- If the house is to be located on a Critical Lot or Critical Tree Lot, existing topography and proposed grading are required to be provided. (Critical Lot plans are on a 10 day review cycle.)
- New buildings and any exterior renovation of an existing building located in the Historic Overlay shall submit a copy of the Certificate of Appropriateness from the Historic Zoning Commission.
- Elevation certificates are required for new construction and additions located in the Floodplain. Must meet specific requirements for Floodplain development.
- Flood Proof Construction, must be accompanied by a Flood-Proof Design by a registered design professional.
- Submit engineered drawings for any retaining walls 4ft or higher (including footing) for plan review, approval and permitting.

Applicant has reviewed this list of submittal requirements and has provided all of the required documentation.

Applicant Signature

Date



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All residential applicants are required to make an appointment to pick up their Residential Building Permit. The following is a list of documents that are required to be brought to this permit appointment:

- Appointment date and time: _____
- Building Permit Fee
- Water and sewer fee receipt
- Privilege tax fee receipt from the county
- Notarized Home Owner Affidavit – if permit to be issued to the homeowner