



HISTORIC
FRANKLIN
TENNESSEE

NON-RESIDENTIAL PLAN SUBMITTAL CHECKLIST

The following is a list of submittal requirements for new building construction. All plans shall be submitted electronically through the IDT Contractor's Plan Room on <https://franklin.idtplans.com>.

- 1) Non-Residential Building Application Online
- 2) Transmittal/Cover letter acknowledged by the applicant. (A part of the online form)
- 3) Plan Review Fee based on Construction value of project. (Generated as a part of this form)
- 4) Plans are required to be sealed, signed, and dated by Architect/Engineer **licensed to practice in the State of Tennessee**. The project name and address is required to be on all sheets.
- 5) Submit Specification Books in PDF format.
- 6) Architect/Engineer contact information in title block
- 7) Submit PDF copies of plans. The following disciplines shall be included in the plan set:
 - Civil plan sheets, including landscaping, utility plans, accessible parking, etc.
 - Plumbing plan sheets sealed, signed & dated by Engineer with contact information.
 - Mechanical plan sheets sealed, signed & dated by Engineer with contact information.
 - Electric plan sheets sealed, signed & dated by Engineer with contact information.
- 8) All retaining walls on the site that are over 48" in height shall require design with structural details included by a Registered Engineer (measure wall starting from bottom of footing).
- 9) If new building is an Educational or Institutional project, Plans will be submitted concurrently to the State Fire Marshal's Office for review.
- 10) If removing an existing building & building new on the site, please provide an Approval letter from (TDEC) TN. Dept. of Energy Conservation regarding any Asbestos on the site.
- 11) Each building on a parcel will require a separate, complete submittal with the exception of Multi-Family building plans. This type of submittal may be on one set of plans detailing each building type.
- 12) New buildings in the Historic Overlay shall submit a Certificate of Appropriateness from the Historic Zoning Commission.
- 13) Submit a Standard of Care for all new sprinkled buildings for Fire Marshal review.
- 14) Submit Fire Sprinkler drawings & hydraulic calculations at time of submittal of plans.

1. All plan sheets must be in the proper "landscape" orientation.
2. Plan sheets should be submitted in a single multi-page pdf file. Additional information, separate from the plan sheets, shall be submitted as separate pdf files (ex. Stormwater Management Plan, Owner Affidavits, Traffic Studies, ComChecks, etc.) Do not submit in a pdf workbook format.
3. Plan sets should start with a cover sheet that contains an index of drawings.
4. In each review cycle, the **applicant shall respond to each issue** generated by staff that remains open. Please give specific responses to the open issues, not generic responses such as "see plan" or "corrected".
5. Any resubmittal requires the submission of the COMPLETE set of plans, not only the affected sheets AND also a cover letter that specifies the details of the revision.