



NON-RESIDENTIAL PLAN SUBMITTAL CHECKLIST

BUILDING and NEIGHBORHOOD SERVICES
615-794-7012 Office 615-591-9066 Fax

The following is a list of submittal requirements for new commercial building construction. All plans shall be submitted electronically through the IDT Contractor's Pan Room on www.franklintn.gov.

- Applicants use the IDT portal will submit electronic copies of plans and documents. Follow the instructions on the website.
 - When submitting revised plans, please ensure that all comments for each discipline are addressed within IDT and on the planset to avoid delays.
- Non-Residential Building Application Online
- Plan Review Fee based on Construction value of project. (See fee schedule on our website)
- Plans are required to be sealed, signed and dated by Architect/Engineer if required by the Tennessee Board of Architectural Examiners. The project name and address is required to be on all sheets.
- Architect/Engineer contact information in title block (Please leave a 2 by 3 blank area in the bottom right hand corner of all sheets for City Approval stamp.)
 - Civil plan sheets (Site Plan package), 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.
 - 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).
 - 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.
- If new building is an Educational or Institutional project, a plan submittal shall be made concurrently to the State Fire Marshal's Office for review.
- 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.
- New buildings in the Historic Overlay shall submit a Certificate of Appropriateness from the Historic Zoning Commission.
- Submit a Standard of Care for all new sprinkled buildings for Fire Marshal review.
- Submit Fire Sprinkler drawings & hydraulic calculations at time of submittal of plans.

Applicant has reviewed this list of submittal requirements.

Applicant Signature: _____ **Date:** _____