

RESOLUTION 2012-59

**A RESOLUTION ESTABLISHING NON-RESIDENTIAL BUILDING PLAN REVIEW ALTERNATIVES AND PERFORMANCE STANDARDS FOR THE CITY OF FRANKLIN, TENNESSEE**

**WHEREAS**, to promote the public health, safety, comfort, convenience, and general welfare of the people of Franklin, Tennessee the Board of Mayor and Aldermen is authorized to prescribe regulations, standards, and processes that guide the design, quality of materials, and construction of buildings and structures within the City; and

**WHEREAS**, the Board of Mayor and Aldermen realize that to promote public safety and preserve the quality and value of property within the community, coordinated development review processes are essential to insuring adopted, nationally-recognized minimum building codes and best practices are incorporated into buildings and structures; and

**WHEREAS**, in providing timely and thorough development services, the Board of Mayor and Aldermen desire to establish performance standards and assess reasonable fees to off-set the cost associated with processing the review of various development and building permit applications and plans necessary to monitor development activity within the corporate limits of the City

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FRANKLIN BOARD OF MAYOR AND ALDERMEN, AS FOLLOWS:**

**Section 1.** The City of Franklin endorses a policy of prompt, thorough, and responsive plan review. In support of this policy the Board of Mayor and Aldermen hereby adopts the following Policy for Non-Residential Plan Review Alternatives (hereinafter "Policy"):

**Non-residential Plan Review Alternatives**

To facilitate the timely processing and coordinated review of non-residential building permit applications among the City's technical staff, the Building and Neighborhood Services Department offers applicants plan review alternatives. Each of the alternatives insures the City's technical staff reviews each project for compliance with approved development plans, adopted building codes, and applicable municipal codes. For the purposes of the section, "Non-residential" pertains to all buildings and structures except detached, single-family and two-family dwellings.

***(1) Standard Plan Review Alternative***

The Standard Plan Review alternative is performed by the City's technical staff and based on non-residential building permit applications reviewed on a first-in/first-out priority with each application reviewed for code compliance and processed as quickly and thoroughly as possible. In support of the adopted Policy, the City Administrator has established a performance standard for non-residential plan review through the Building and Neighborhood Services Department of a maximum twenty (20) working days for the initial submittal and a maximum of ten (10) working days for subsequent re-submittals of the initial plan. Plans that are incompletely reviewed within the established maximum

timelines will be stamped “Released for Construction” and returned to the applicant as submitted. The plans released will be deemed not to represent a code compliant installation, and the project will be inspected as constructed to determine compliance with adopted construction codes.

Plan review fees, as specified in Title 22-Comprehensive Fees and Penalties, shall be paid at time of submittal. This fee shall cover the initial submittal and one (1) re-submittal. Approved construction plans will be valid for one (1) year from the date of approval unless an exceptional circumstance, as determined by the Building and Neighborhood Services Department Director, exists and authorizes an extension. The City Administrator and department leadership will review these performance standards regularly and seek to maintain responsive service consistent with Board Policy and direction.

**(2) *On-Request Plan Review Alternative***

The On-Request Plan Review alternative is available for initial non-residential building permit reviews only and based on the City’s Technical Staff availability to work overtime. Requests for the On-Request Plan Review shall be made to the Building Official or their designee. Based upon the City’s Technical Staff availability, the applicant shall be provided with an estimated review completion date and additional cost.

The applicant shall pay the Plan Review Fees as specified in Title 22 –Comprehensive Fees and Penalties in addition to the staff incurred overtime based on the average overtime rate of the City’s Technical Staff computed on the basis of one and one-half times the regular rate of pay as determined by the City’s Finance Department.

Approved construction plans will be valid for one (1) year from the date of approval unless an exceptional circumstance, as determined by the Building and Neighborhood Services Department Director, exists and authorizes an extension.

**(3) *Consultant Plan Review Alternative and Mandatory Building Size***

New non-residential buildings and structures totaling ten thousand (10,000) square feet or more shall be reviewed by a third party consultant. The applicant shall select a consultant from a City-approved list of professional building plan review consultants as obtained through an advertised Request for Qualifications. After the initial consultant qualifications have been established and consultants selected, additional consultants may be added to the City-approved list upon application to the Building Official and provided their minimum qualifications and supporting documentation has been approved by the Building Official.

Building Permit applicants shall be responsible for paying all consultant incurred fees directly to the consultant in addition to Zoning Review and Permit Processing fees as specified in Title 22-Comprehensive Fees and Penalties to the Building and Neighborhood Services Department. Upon receipt of a consultant-approved set of plans and compliance with other applicable development conditions and regulations, the reviewed plans shall be reviewed by Building and Neighborhood Services staff for building code compliance. The performance standard established by the City Administrator for the Building and Neighborhood Services Department to process the building permit shall strive to be a maximum of five (5) working days.

Nothing shall prohibit an applicant or Building Official from selecting a City-approved plan review consultant to review commercial building permit applications for building and

structures less than ten thousand (10,000) square feet in size with the cost associated with the review the responsibility of the applicant.

Approved construction plans will be valid for one (1) year from the date of approval unless an exceptional circumstance, as determined by the Building and Neighborhood Services Department Director, exists and authorizes an extension.”

**Section 2.** Changes or revisions to the Policy hereby adopted shall be made only by resolution of the Board of Mayor and Aldermen of the City of Franklin. The City Administrator working with professional staff will establish and monitor the performance standards related to the established Policy.

**Section 3.** The Policy shall become effective immediately upon adoption.

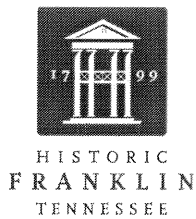
**IT IS SO RESOLVED AND DONE**, this the \_\_\_\_ day of \_\_\_\_\_, 2012.

**ATTEST:**

**CITY OF FRANKLIN, TENNESSEE:**

By: \_\_\_\_\_  
**ERIC S. STUCKEY**  
City Administrator/Recorder

By: \_\_\_\_\_  
**DR. KEN MOORE**  
Mayor



## MEMORANDUM

---

October 11, 2012

TO: Board of Mayor and Alderman

FROM: Eric S. Stuckey, City Administrator  
Vernon Gerth, ACA-Community and Economic Development  
Chris Bridgewater, Director Building and Neighborhood Services

SUBJECT: Resolution 2012-53, Establishing Non-Residential Building Plan Review Alternatives and Performance Standards for the City of Franklin

### **Purpose**

The purpose of Resolution 2012-53 is to offer plan review alternatives and to establish plan review process performance standards that facilitate the timely processing and coordinated review of non-residential building permit applications among the City's professional staff.

### **Background**

The purpose of the plan review process is to verify that the proposed design of a buildings and structures comply with adopted building codes and applicable ordinances. Methods used to review plans vary widely across the country and generally depend on the size of building departments and the type of buildings and structures occurring in communities. By offering plan review process alternatives the Building and Neighborhood Services Department (BNS) and Fire Department will gain efficiencies in plan review and while remaining responsive to citizens. Equally important, citizens/customers will have the opportunity to select the plan review alternative that corresponds with their development schedules and budget.

### **Financial Impact**

Under this proposal customers have the option of shopping for the lowest price and processing time for plan review with the consultant of their choice from a City approved list. The City of Franklin's plan review fees are competitive and still offer a less costly option for applicants with smaller projects. The City will collect a zoning review and building permit fees for projects reviewed by a consultant.

### **Recommendation**

The Building and Neighborhood Services Department recommends approval with an effective date for non-residential permits received on or after January 1, 2013.