



# Residential Permitting and Inspection Procedures

## Building and Neighborhood Services

109 3<sup>rd</sup> Avenue South  
Franklin, TN 37064  
615-794-7012 OFFICE 615-591-9066 FAX

**Step 1** – Read this document. It will help you avoid time delays and help us provide you with better service. **BE FAMILIAR WITH THESE PROCEDURES. THEY ARE DESIGNED TO HELP FACILITATE GETTING YOU THROUGH THE PROCESS IN A TIMELY MANNER.**

**Step 2** – Obtain a copy of the 2018 International Residential Code IRC). If you don't have a code book, you have to take our word for any corrections required. Being familiar with the provisions of the code will speed up your project.

## Obtaining Permits

Obtain required permits before starting work. Working without a permit will result in work being stopped and “double fees” imposed when the permit is obtained. This will definitely cause a delay in the project while the permit is being processed.

The Building Permit should be the first permit obtained for each project.

Trade (electrical, plumbing, and mechanical) permits will be issued after the Building Permit is issued.

Note: Projects in the Historic Preservation Overlay are required to obtain a Certificate of Appropriateness (COA) before obtaining other permits. Randall Tosh is the point of contact for inspections in the Historic District.

Separate Permits are required for:

- Each Structure
- Each subcontractor where a permit is required for the work
- Each Electrical service (for purposes of coordinating with MTEMC)
- Demolition of a structure (full house or accessory such as a shed or detached garage)
- Temporary Power
- Retaining Walls above 48” from bottom of footing to top of the wall
- Swimming Pools
- Fireplaces (masonry fireplaces will be under the main Building Permit through the GC)
- Decks can be included in the main building permit for new construction

The entire scope of work on the project shall be through the general contractor who hires all of the subcontractors. The City will work through the General Contractor during the inspection process. The City of Franklin complies with the State of Tennessee Contractor's Licensing regulations.



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### Electrical Permits:

- An Electrical subcontractor will obtain the primary Electrical permit
- A separate permit or inspection is not necessary for HVAC changeouts. The electrical contractor will install the disconnect panel. The mechanical contractor may make up the connections from the equipment to the disconnect and will be held responsible for electrical code requirements.
- If power is needed to perform construction tasks, install a temporary power pole. Use of a generator for more than short duration violates the noise ordinance. These can be placed to serve multiple lots, but keep in mind that electrical cords may not be stretched across the street.

### Low Voltage Permits:

- Low voltage permits are to be obtained for alarm & security systems. A Tennessee State Alarm Contractors license is required to obtain a low voltage permit for alarm systems.
- Inspectors will work through the general contractor to obtain compliance for other low voltage installations that do not have a separate permit and that are not installed by the primary electrical contractor.
- A list of work that is required to have permits can be found in the IRC Section R105. Also check the Municipal Code Title 12 for any amendments to the adopted codes.

### **Inspection Request Checklist**

- It is encouraged that you use the Online Inspection Scheduling system. Inspections scheduled online will be conducted if scheduled prior to 5 a.m. the same work day.
- The call-in inspection line (591-5603) is a voice mail line available 24 hours a day.
- Inspection requests must be made by 12:00 noon each day to receive next day inspection service.
- The inspections that are scheduled for the day are posted on our website each morning. Please do not call the office to ask if your inspection is scheduled as the volume of calls can be overwhelming. If you call about scheduled inspections, you will be referred to the website. <https://www.franklintn.gov/government/departments-a-j/building-and-neighborhood-services/inspections>

Below are the two (2) items that are required to schedule your inspection on the call in inspection line. Extraneous information is not documented. Contact the inspector assigned to your area for special cases.

1. Permit number
2. Type of inspection requested

For example, if you wish to schedule a Final inspection on Building permit 99999, say only the following:

**“99999, Final”**



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### Note:

- Speak clearly and slowly
- For same day cancellations, do not leave on voicemail – call 615 794 7012 option 6
- For final inspections, the electrical final must pass before calling in the building final
- For Building Finals, it is only necessary to call in the building permit number. Plumbing and mechanical will be conducted in conjunction with this inspection.
- The final inspection will include the entire job such as proper yard and grade work, tree requirements, and other items.
- If in the Historic Preservation Overlay, any requirements of the Certificate of Appropriateness will be inspected. Contact Randy Tosh with any questions.
- Mistakes in reciting the permit number and inspection type often result in the inspection not being performed.
- Double check the Scheduled Inspection list on our website to ensure the correct inspection is scheduled.

Before scheduling an inspection, double check the following items:

### Residential Pre-Inspection Checklist

- Be sure the work to be inspected is ready for inspection when the inspector arrives. This is best accomplished by the contractor/foreman visiting the site and ensuring the work is complete and punched out.
- All permits obtained shall be posted on the jobsite at all times. These serve as a reference for the inspectors when they are conducting inspections.
- For new construction, lot number shall be posted and visible to identify the site. It can be a sign in the window, spray painted on the foundation, or on a sign/permit box in the front yard.
- Temporary construction access constructed per 2016 Stormwater BMP Manual (Section 3 Temporary Construction Site Runoff Management Practices) shall be emplaced for deliveries and to prevent mud from being tracked into the street.
- Portable toilet present (one should be present for at least every 3 lots under construction)
- The contractor is responsible to provide ladders to enter attic areas during the final inspection sequence. Safe means of entry/access in order for the Inspector to conduct an Inspection of concealed and attic spaces.
- Ensure that the truss plans/shear wall locations are available for the Frame inspection
- Ensure that the fireplace installation instructions are available during the Rough In/Fireplace sequence of inspections
- Provide Engineer letters for damaged trusses, over notched or altered engineered structural systems (laminated beams, LVLs, and I joists), poor soil conditions that alter the bearing capacity and lifts. Framing practices outside the framework of the IRC can be resolved by an Engineer's letter.
- All construction sites are to be maintained in a safe and relatively clean condition. Materials/litter scattered about the property and in the streets is not acceptable. Pick up litter daily – this is a Municipal Code violation and the license holder/site foreman can be cited to



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court. When this condition is encountered, no inspections will be performed and failure to correct such situations may result in citations to court. Used/scrap materials are to be properly disposed of and materials that are to be used are to be kept in an orderly fashion. Inspections will not be performed on any property that is not properly and safely maintained.

- Safe access to each building will be required for the inspectors to enter the structure. Walk-boards, make-shift ladders and situations where “pulling up” are required to enter the structure are not acceptable as safe entry to a building.
- Siltation control is vital on each construction site. Erosion prevention and sediment control (EPSC) measures shall be in place and are to be maintained at all times. Driving over silt fencing and failing to maintain such protection is not acceptable. Your material is to remain on your lot. Failure to do so will result in fines for violation of COF stormwater management ordinance and stoppage of all work on the site.
- Streets shall be kept free of building materials, dumpsters (permit available from Streets Dept.) and portable toilets. Traffic lanes shall be kept open at all times. It is essential that emergency vehicles have access to all properties. Streets adjacent to the site shall be cleaned of mud/dirt/debris on a daily basis. This is in the Municipal Code and the license holder/site foreman can be cited to court or result in a Stop Inspection order until the streets are cleaned.

## General Notes

- All inspections in a sequence are to be approved before covering or concealing any work.
- Employees and sub-contractors should park on only one side of the street with no staggering from side to side. Ideally, there should be a staging area for materials and construction worker parking. Inspectors will not conduct an inspection if they do not have access to the property where the inspection is requested.
- Once a Certificate of Occupancy is issued and citizens move into their new homes, City regulations will be enforced as with any other neighborhood. Roads must be navigable and standards for cleanliness, noise, and litter will be enforced.
- Contact the Street Dept. if you need to place a dumpster in the street, or block the roadway temporarily (i.e. making a concrete pour) for a ROW/Street Closure permit.
- Review the Handout for Hours of Construction – this is strictly enforced to control construction noise.
- Do not remove all copies of the correction notice. Two copies will be provided. Take one for your use and leave the other as a reference for the next inspector.
- **DO NOT STOCK DRYWALL UNTIL INSULATION HAS BEEN “APPROVED”.** THE INSPECTOR WILL ADVISE “OK TO STOCK DRYWALL. If drywall is stocked before these inspections are approved, we will require it to be removed from the house. Stocking drywall can block an inspector’s access to the home and can place a point load on the framing if the Frame inspection requires correction. Call your Inspector for permission first.
- The house must be dried in, including roof and windows, before any inspections are made beyond the footing and foundation inspections. The roof must be complete and weather-tight to be considered to be dried in. Special order windows may be an exception in some cases.



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- Grinder pump systems serving the whole structure have special requirements – review the appropriate handout.
- **LAWN SPRINKLER SYSTEMS:** A permit is required for the water line to and including the backflow preventer for potable water systems. This permit is to be obtained and work done by a licensed plumber. The lawn sprinkler system downstream of the backflow preventer is not inspected.
- Site identification (house numbers, etc.) is to be in place before a Certificate of Occupancy will be issued per building, fire and municipal codes. Alley loaded homes will also have to be identified from the alley side.
- Job site will be included in the final inspection. Proper yard and grade work, including required trees and other items will be checked at this time. When all items are approved, a Certificate of Occupancy will be issued.
- Inspections will be required for deck footings before placing concrete and setting posts. Frame for deck will be inspected during a final inspection.
- Inspections for electrical temporary poles will be made after pole is set and ready for service.
- The Street Dept. will inspect sidewalks at the street that serve the community
- Due to the volume of work, we cannot give priority or schedule appointments for inspections. We attempt to place Footing and Slab inspections at the beginning of our inspection routes to facilitate concrete pours. If you called the inspection in anticipation of completing your work and you do not finish, call and cancel your inspection and reschedule for the next day.
- There is always a possibility your inspection will be the first stop for the inspector. If the work is not ready, you may be charged a re-inspection fee.
- Removal of the correction notice will result in a reinspection fee and delay until it is returned. The correction notice is the basis for the reinspection, and if it is not there, the inspector will have to move to the next inspection site on the list.
- If the jobsite is occupied, City inspectors will not be able to enter the inside areas unescorted. Arrange to have someone available onsite on the day the inspection is requested.

## Inspection Results

- A ‘green’ sticker will be left on the jobsite if your inspection passes.
- If corrections are needed, a ‘red’ sticker will be left with a list of corrections.
- The inspection stickers will be left on the posted permit/permit box until the structure has been framed up and a washer box installed. Building, Plumbing, and Mechanical stickers will be left in the washer box. The sewer line sticker will be left on the cleanout near the house. Electrical stickers will be left in the inside panel. Service Release and Electrical Final stickers will be left on the meter base outside. If you cannot find your sticker you can double check the Inspection Results webpage which is updated daily.



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- ‘Adding On’ of new deficiencies to a previous inspection is discouraged and our team strives to issue a complete correction list the first time an inspection is conducted. If you are issued a correction notice, then the follow up inspection will deal with only those items from the first list. If an Inspector finds that they did not address a major issue, they must go through the Building Official to add only significant issues to the list. The Building Official will notify the Dept. Director and Asst. City Administrator of the actions taken. If there are deviations to this procedure, notify the BNS Director.

## Reinspection Fee

A reinspection fee may be charged when:

- The work is not complete enough to inspect or is ongoing when the Inspector arrives
- Corrections have not been made or attempted after a failed inspection
- Use of a rigged gauge for gas or water line pressure tests

All reinspection fees must be paid before the final inspection are requested for the permitted work.

## Certificate of Occupancy

- It is the Contractor’s responsibility to not allow occupancy until a Certificate of Occupancy (or Temporary CO) is issued. There is almost always a delay that occurs if either people or belongings are moved into a structure before final inspection and issuance of a Certificate of Occupancy.
- Inspectors cannot enter an occupied structure without an escort.
- Occupancy of a building without a certificate of occupancy may result in a citation to court with a fine to be assessed “per day” and an order to vacate the home.
- Temporary Certificates of Occupancy may be issued on a case by case situation. Please Contact the assigned Inspector to prevent delays or confusion. The inspector assigned the final inspection will be able to assist you in identifying violations to be addressed in order to reach code compliance and approval.
- Certificates of Occupancy will be left on the jobsite (usually on the kitchen counter) once all inspections have been passed.



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### Special Instructions for Final Inspections

It is only necessary to call in the final inspection for the Building permit. Building, plumbing, and mechanical will be inspected, but only the building final needs to be called in or scheduled online. The electrical final must be passed when the building final inspection occurs.

Site identification (house numbers, etc.) are to be in place before a Certificate of Occupancy will be issued per building, fire and municipal codes. This is a common reason for Final inspection failure.

The entire job site will be included in the final inspection. Proper yard and grade work, including required trees and other items will be checked at this time.

If in the Historic Preservation Overlay, any requirements of the Certificate of Appropriateness will be inspected. Contact Randy Tosh with any questions.



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**List of Inspection Types (use these phrases exactly when scheduling inspections)**

<p><b>Building Permit</b></p> <p> <b>Footing</b>  <b>Foundation</b>  <b>Slab</b>  <b>Wall</b>  <b>Firewall</b>  <b>Frame</b>  <b>Insulation</b>  <b>Floodplain</b>  <b>Final</b> </p>	<p><b>Plumbing Permit</b></p> <p> <b>Rough In</b>  <b>Slab</b>  <b>Water Line</b>  <b>Sewer Line</b>  <b>Gas Line</b>  <b>Backflow</b>  <b>Final</b> </p>
<p><b>Mechanical Permit</b></p> <p> <b>Rough In</b>  <b>Gas Line</b>  <b>Fireplace</b>  <b>Final</b> </p>	<p><b>Electrical</b></p> <p> <b>Slab</b>  <b>Rough In</b>  <b>Underground</b>  <b>Service Release</b>  <b>Temporary Service</b>  <b>Final</b> </p>





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### Notes on specific inspections

#### Building Permit

##### 1. FOOTING INSPECTION:

- The plot plan must be present at the jobsite.
- The building perimeters and property corners must be “pinned” to help determine proper setbacks.
- The footing inspection can be conducted by the City, or conducted by a licensed State of Tennessee Structural Engineer. See Footing Inspection Process Handout for more details.
- The City has more stringent requirements for footings than the adopted Residential Code. Check the Municipal Code Title 12 for details.

##### 2. FOUNDATION INSPECTION:

- ✓ Foundation walls are to be placed on clean footings. Laying block on mud does not allow a bonding mortar bed
- ✓ The Foundation Inspection will not be passed until the survey and inspection results are received from the engineering firm that conducted the footing inspection, if applicable.
- ✓ Check all head and bed joints for cracks or voids, clean out the interior of the foundation.
- ✓ Foundations are to be sealed from the top of the footing to the point of finished grade.
- ✓ **Interior area of the crawlspace is to be filled and graded so that any water will drain to the positive drain. Meticulously remove all vegetation and debris, leaving bare soil (IRC 408.5). Even out low areas and pay attention to detail. The positive drain must be in place at the time of the foundation inspection.**
- ✓ Piers that are higher than four times the smallest dimension of the pier are to be filled solid. The top of the foundation and piers are to be solid or have a cap block installed. Double check height limitations for piers and block walls (especially if they retain soil).
- ✓ **Sill plates are to be in place for the foundation inspection.**
- ✓ Bolts or approved straps are to be in the foundation within 12 inches of the end of each board and not less than 7-bolt diameter from the end of the board. Bolts shall be no more than six (6) feet apart and as recommended by manufacturer for straps.
- ✓ Maximum bolt spacing for buildings over 2-stories is four (4) feet.
- ✓ No board used for sill plates will have less than two (2) bolts or straps including short boards.
- ✓ Wood columns/supports are not permitted in crawl spaces.
- ✓ Foundation ventilation requires 1 square foot of ventilation per 150 square feet with at least one vent within three (3) feet of each corner.
- ✓ Read the separate handout for Ventless/Conditioned Crawl spaces.
- ✓ Wall ties are to be in place so that no ties supports more than 2 ¾ square feet of brick veneer. Failure to use brick ties will result in removal of brick veneer.
- ✓ Do not emplace gravel in crawl space until after the Foundation inspection has been Approved.
- ✓ The City has more stringent requirements for foundations than the adopted Residential Code. Check the Municipal Code Title 12 for details
- ✓ No wood piers are permitted in the City of Franklin per code amendments.



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3. **WALL:** This inspection is to inspect the forms and rebar patterns for a poured concrete wall. Inspection is required when all forms and steel is in place and BEFORE concrete is placed for poured concrete walls.
4. **SLAB:**
  - Concrete slabs within the building envelope and that support wall systems will be inspected before placement of concrete.
  - Items of concern are depth of fill, grade and thickness of slab, slab reinforcement and vapor retarders under the slab.
  - Get plumbing and electrical systems inspected before vapor barrier and reinforcement is emplaced.
  - Patio slabs, driveways and walkways are not inspected.
  - Concrete that is emplaced prior to inspections will cause delays and possibly removal of the concrete if there is no way to verify that code requirements have been met.
5. **FRAME INSPECTION:**
  - All holes and cracks in sheathing, as well as any missing sheathing, are to be correctly sealed and installed.
  - All other rough-in inspections must have approval prior to a framing inspection.
  - We will not accept any excessive boring or notching of studs or other framing.
  - **Plumbing walls will typically be 2 X 6 framing or greater.**
  - Specifications for all truss and pre-engineered materials are to be on the job at time of inspection.
6. **INSULATION INSPECTION:**
  - Insulation is to be installed in a workmanlike manner with attention to detail;
  - Review the items on Table N1102.4.1. Duct blaster and door blower tests are optional.
  - All cracks and holes, including wire and piping holes are to be filled. Caulk the exterior framing stud wall to the floor and ceiling and between the double top plate and at multiple joist packs to prevent air leaks.
  - One major problem frequently encountered is the failure to insulate behind tub/shower units. This may be necessary before setting the tub/shower units. We will verify this has been done before we will approve the insulation.
  - Where mechanical units are installed in an attic, batt insulation must be installed under the plywood walkway and platforms.
  - Confirm your product type and installation methods for sprayfoam insulation prior to installation with the Building Official or Senior Building Inspector. Review the ESR report for your product for methods of installation and have the documentation where the permit is posted when you request this inspection.
  - **NOTE: Insulation is not to be installed before framing has passed unless specifically authorized by the inspector.**



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### Electrical Permit

#### 7. **ROUGH-IN ELECTRICAL INSPECTION:**

- All applicable circuit conductors and outlet boxes must be installed;
- All grounds shall be made;
- All grounding connections must be in compliance with the 2018 NEC.
- Required Low Voltage Inspections (Alarm & Security Permits) are to be called in at the same time as the rough in Electrical Permits.

#### 8. **ELECTRICAL FINAL: To be done after all above electrical inspections have been approved and prior to Building, Plumbing and Mechanical final inspections. Do not request a building final before the final electrical inspection has been approved.**

### Plumbing Permit

#### 9. **Rough In INSPECTION:**

- ✓ A 100 psi test is required on the water supply lines.
- ✓ All parts of the supply system are to be tested, including the shower head.
- ✓ We require that the drain system test have water up to the overflow of the highest tub in the house. Open line tests, such as under-slab plumbing, are to be left open and hold a 10 foot head of water for inspection. (A 5 psi air test is acceptable for drain system test).
- ✓ Sleeves are required for pipes under walls, footings and foundations.
- ✓ Piping is to be supported at required intervals.
- ✓ All penetrations floor/wall/ceiling systems must be sealed.
- ✓ **Minimum 2 X 6 walls are required for plumbing walls.**

#### 10. **WATER/SEWER LINE INSPECTION:**

- Building sewer (or service lateral) is to be installed and connected as much as is practical.
- Sleeves through the foundation and under driveways are to be in place and properly sealed.
- Pipe is to be bedded with clean soil for 3 inches under the piping.
- Lines are not to be covered until inspection is approved. Contact your inspector for permission to cover sections of the sewer line in special circumstances.
- Rigid couplings should be used to make the connection to the sewer main. Rigid connection may not be possible with some types of materials, especially dissimilar materials.
- Cleanouts should be present at the house within 5 feet of the foundation and at the sewer main connection point. Cleanouts are also required at bends and for distance.
- Where practical, schedule a combined water and sewer line inspection.



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### Mechanical Permit

#### 11. ROUGH MECHANICAL INSPECTION:

- All duct work must be in place.
- Any penetrations through floors and walls must be solid ductwork, not flex.
- The units must be in place and all lines connected.
- Exterior units may be an exception due to possible theft or vandalism risks.
- All vents must be run to the exterior as appropriate for the equipment to be used.
- Check that all lines are protected and that the condensate lines are to run to the exterior of the building or to an indirect waste line.

#### 12. FIREPLACE INSPECTION:

- A fireplace permit (insert and flue) is to be obtained by the installer of a fireplace.
- Site built masonry fireplaces are inspected on the Building permit.
- Fireplace gas lines must be run and all flue piping completely installed.
- The fireplace should be set and inspected at the same time or before the mechanical rough-in inspection.
- Proper clearances should be maintained from combustibles.
- Manufacturer's literature should be with the fireplace.
- All penetrations of the fireplace chase and firestopping at floor/ceiling level shall be sealed.

#### 13. GAS LINE AND EQUIPMENT INSPECTION: A 10-12 psi test on the gas line system is required. This inspection is required prior to other final inspections.

- Inspection Cancellation:  
It is the sole responsibility of the person who scheduled the inspection to contact the assigned Inspector in the event you need to cancel your inspection.



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### Dispute Resolution

When you wish to challenge a decision made by your inspector or to offer an alternative solution, please follow the procedure below:

- Call the inspector to clarify what is needed. Many times the issue can be resolved by being able to discuss the correction. If you cannot reach the inspector and need a quick answer, contact the Senior Building Inspector or Senior Electrical Inspector.
- Ask the inspector for the code reference and look up the section of the Residential or Electrical Code. If you think the code section is not applicable, and you are unable to reach agreement with the Inspector, contact the Senior Building or Senior Electrical Inspector. In the event an interpretation of the code may be required the Senior Inspector will seek a decision from the Building Official.
- You may also propose an alternative method of compliance under IRC section 104.11. Submit a letter detailing the proposed method of construction and how it is the equivalent of the intent of the code to the Building Official. The Building Official will review the letter, and if approved, will be filed with the permit application.

If, after all of these steps you still feel that:

- ✓ The code has been incorrectly interpreted
- ✓ The provisions of the code do not fully apply, **OR**
- ✓ An equally good or better form of construction is proposed

You may request a hearing of the Building and Streets Standards Board of Appeals to resolve the issue. Contact the Building Official, Allen Lewis to initiate this proceeding. The Building Official will give you the time of the hearing once the date has been set and public notice has been published.

If you feel that City personnel have behaved unprofessionally, please contact the Director of Building and Neighborhood Services or the Assistant City Administrator for Community and Economic Development (550-6671).



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		DIRECT LINE	CITY CELL
<b>PRINCE, Rodney</b>	BNS Asst Director - Building	615-550-6648	629-255-5885
<b>TOSH, Randy</b>	<b>Building Official</b> /Plan Review Supervisor	615-550-6987	615-504-5339
<b>CUSOMATO, Mark</b>	Plans Examiner – Residential	615-550-6642	615-982-5505
<b>LAYMAN, Roger</b>	Building Inspection Supervisor	615-550-6668	615-719-2693
<b>PETTY, Barrett</b>	Building Inspector - III	615-550-6646	615-856-0881
<b>HABIB, Boshra</b>	Building Inspector II	615-550-6639	615-571-5543
<b>VAPORIS, Michael</b>	Building Inspector - III	615-550-6697	615-764-9114
<b>JOHNSON, Josh</b>	Building Inspector - II	615-550-6695	615-636-8368
<b>GATLIN, Walt</b>	Building Inspection Supervisor	615-550-6744	615-428-6531
<b>CARTER, Jared</b>	Building Inspector - III	615-550-5512	615-308-8541
<b>MOONEY, Daniel</b>	Building Inspector - IV	615-550-6680	615-982-5389
<b>BROWN, Alex</b>	BNS Asst Director - Development	615-550-6638	615-686-3069
<b>McCOY, Shanna</b>	Zoning and Floodplain Administrator	615-550-6631	615-925-9734
<b>BEARDEN, Alex</b>	Permit Operations Supervisor	615-721-9103	629-395-2382