



City of Collegedale Project Permitting Checklist

Project Name: _____ Address: _____

Single Point of Contact/Project Representative Name: _____

Email: _____ Phone: _____

The checklist is a requirement as part of the Building Permit issuance process. **An owner must represent a project or appoint a representative who will serve as a "SINGLE POINT OF CONTACT" for each project. (4) full complete sets of plans including Design Review Documents, Civil Construction Plans, Architectural Plans, Landscape Plans, and 2 copies of all reports or specifications must be submitted to the Collegedale Building Department along with an electronic copy emailed to the Building, Codes, & Safety Director (SINGLE POINT OF CONTACT for the City). In addition, a PRE-DOCUMENT SUBMITTAL MEETING must be held with Planning Staff before any plans are submitted. Design Review and Non-Residential Plan Review Fees must be paid before any plan reviews can be performed.** As each set of plans is reviewed, a review comment sheet will be emailed to the designated SINGLE POINT OF CONTACT. It will be the responsibility of the SINGLE POINT OF CONTACT to complete the "Response" section of the Comment Form and submit this and (4) updated hard copy sets and email (1) PDF copy to the Collegedale Building Department. All comments must be satisfactorily addressed, additional permits obtained, and other documents provided (see Page 2) before Building Permit will be issued. Should additional reviews be needed after the second review has been performed, a rate of \$75/hour will be charged for the time spent on each review. These additional charges must be paid prior to issuance of any permits.

Design Review Documents: (If applicable – confirm with Planning Staff to determine if required) – See Commercial and Multi-Family Residential Design Standards Ordinance) – Design Review Committee Approval Required.

- Completed Design Review Application and \$100 fee paid
- Vicinity Plan showing project in relation to surrounding area within 1,000 feet of the site
- Site Plan (including, but not limited to: vehicular access, parking (including # of spaces), service areas and trash collection facilities, conceptual-landscaping, property lines and building setbacks on all sides, building footprint(s), topography lines at a minimum 2-foot contour interval for finished grade, and areas of cut and fill)
- Color Elevation Drawings of Front, Sides, and Rear of each building showing texture, color, and identify type of exterior building materials and percentages of each material used on each building side
- Site and Building Section Drawings illustrating how the proposed building or addition and the site would appear in cross-section
- Exterior Lighting Plan (including fixture locations, specifications, and lighting levels)
- Physical samples of materials and photographs of the project site

The above Design Review Documents must be submitted on or before the 20th of each month for Design Review to be considered at the following month planning commission meeting held at the 2nd Monday of each month at Collegedale Municipal Building Courtroom at 6pm. A representative for the project being considered must be present at this meeting to entertain questions concerning exterior building design.

Civil Construction Plans: (See Section 17.01 of the Collegedale Zoning Ordinance) – City Engineer Approval Required

- | | |
|---|---|
| <input type="checkbox"/> Cover Sheet | <input type="checkbox"/> Erosion Control Plans (3 Phase) |
| <input type="checkbox"/> Existing Conditions Sheet | <input type="checkbox"/> Site Details |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Stormwater Pollution Prevention Plan (SWPPP) |
| <input type="checkbox"/> Grading Plan | <input type="checkbox"/> Stormwater Hydrology Report/Calculation |
| <input type="checkbox"/> Retaining Wall Plan/Design (if applicable) | <input type="checkbox"/> Stormwater Conveyance Report/Calculation |
| <input type="checkbox"/> Stormwater Conveyance Plan & Profiles(15" min) | <input type="checkbox"/> Sewer Report/Calculation |
| <input type="checkbox"/> Sewer Plan & Profiles | <input type="checkbox"/> No Rise Certification (if applicable) |
| <input type="checkbox"/> Water Plan | <input type="checkbox"/> Land Disturbance Application |
| <input type="checkbox"/> Parking Calculations (if applicable) | <input type="checkbox"/> ROW Disturbance Application |

The above Civil Construction Plans, Calculations, Reports and Specifications must be submitted in their entirety by the 1st or 3rd Tuesday of each month. Submittals received after the 1st or 3rd Tuesday will be reviewed in the next cycle. Once all comments for Civil Construction Plans have been addressed, copies of required documents have been submitted, (i.e. – TDEC NOC, Hamilton County Water Quality Permit, Flood Hazard Area Development Permit (if applicable), *etc), and City Engineer has issued approval, then the Collegedale Land Disturbance Permit may be issued. Conditional Land Disturbance Permits will not be issued.

See page 2 for list of other required plans, permits, and documents required prior to issuance of Collegedale Building Permit



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Other required plans, permits and documents required prior to issuance of Building Permit.

Full Architectural Plans – Collegedale Building Department Approval, Collegedale Fire Marshal approval, and State Fire Marshal Approval (if applicable) required

- Non-Residential Plan review fee paid (25% of Building Permit Fee) Plan View of footing layout Sectional of footings
- Roof Plan Roof Framing Plan Floor Plan Floor Framing Plan Complete Section Drawings
- Mechanical Drawings with riser diagram Electrical Drawing with riser diagram
- Plumbing Drawings with riser diagram and/or Gas Piping Drawings
- Life Safety Plans showing occupant load, travel distance, common path of egress travel, etc.
- Door and Window Finish Schedule Label all rooms and spaces as to use Label all rated walls and partitions – Ext. & Int.
- Show all openings in Int. & Ext. walls Plan view and dimension restrooms
- Show required ADA turning radius in restrooms

Landscape Plan (See Collegedale Landscape Ordinance) – City Planner Approval Required

(Plan must be signed by a Licensed Landscape Architect or Landscape Professional and include site amenities from Design Standards and dumpster and utility screening, etc.)

Other Permits and documents required prior to issuance of Collegedale Building Permit include:

- Tennessee Department of Energy and Conservation (TDEC) Notice of Coverage (if required) *
- Hamilton County Water Quality Permit (if required) *
- Flood Hazard Development Permit (if any portion of property is located within the Special Flood Hazard Area (SFHA)*)
- Tennessee Department Of Transportation (TDOT) Highway Encroachment Permit (if applicable) *
- TDEC Aquatic Resource Alteration Permit (ARAP) (if applicable) *
- Tennessee Valley Authority (TVA), Army Core, or other permits as applicable *
- State of Tennessee Fire Marshal Office approval (if applicable)
- Hamilton County Water and Waste Water Treatment Authority (WWTA) Sewer Extension Agreement (if applicable)*
- Hamilton County Water and Waste Water Treatment Authority (WWTA) Sewer Tap Permit (if applicable)
- Collegedale Sewer Permit (if applicable)*
- Hamilton County Groundwater Protection Septic Permit (if applicable)
- Eastside Utility District Approval Letter/Email
- Electric Power Board Approval Letter/Email
- Hamilton County Air Pollution Control Bureau approval (if applicable)
- Hamilton County Health Department Approval (if applicable)
(Restaurant, Mobile Food Unit, Hotel/Motel, Public Swimming Pool, Tattoo Establishment, Piercing Establishment, Bed and Breakfast, Public Camps)

* Denotes item required prior to issuance of Collegedale Land Disturbance Permit

Note: The above checklist must accompany each plan submittal with boxes checked reflecting the plans which are being submitted. Design Review Documents and Civil Construction Plans (may also include Landscape plans) can be submitted as separate submittals; however, if Landscape Plans are not submitted with Civil Construction Plans, they must be submitted with the Full Architectural Plans.

Partial, incomplete, draft, "Not For Construction" plans, or preliminary submittals will not be accepted or reviewed.