Rutherford County Building Codes Department

Creating a Sustainable Future Through Building Standards and Safety

COMMERCIAL PLANS REVIEW CHECKLIST

All plans must be designed in accordance with the following family of International Codes with applicable amendments as adopted by the Rutherford County Board of Commissioners. A building permit will not be issued until all required items are submitted and the review process is completed.

2024 ICC INTERNATIONAL BUILDING CODE	2024 ICC INTERNATIONAL PLUMBING CODE
2024 ICC INTERNATIONAL MECHANICAL CODE	2024 ICC INTERNATIONAL FUEL GAS CODE
2024 ICC INTERNATIONAL FIRE CODE	2024 ICC INTERNATIONAL ENERGY CONSERVATION CODE
A FULL LIST OF ALL AMENDMENTS TO THE CODES ADOPED BY RUTHERFORD COUNTY CAN BE FOUND ON OUR WEBSITE AT BUILDINGCODES.RUTHERFORDCOUNTYTN.GOV.	

All plans for new construction, tenant build-outs, and renovations must have the following code information noted on them, as well as the way compliance has been achieved.

Drawn to scale	Life safety plan	Number of stories
All applicable codes	Sprinklered or unsprinklered	Exit travel distance
Allowable height and area	Total building area (sf)	Occupancy classification
Construction type	Emergency exits and lighting	Rated assemblies
Dimensions and specific use of each room/area		

The following items should be submitted with the Commercial Building Permit Application for Plans Review.

	Site Plan approved and stamped by Rutherford County Planning and Engineering Department
	Zoning Compliance Form (Rutherford County Planning Department)
	Land Disturbance Permit (Rutherford County Planning Department)
	*A complete set of digital architectural drawings (drawing should include mechanical and plumbing designs where applicable).
	*A complete set of digital structural drawings.
	*A complete set of digital sprinkler prints designed by a state certified installer.

*When stamped drawings are required, every sheet of each set of plans must be stamped, signed, and dated by a registered architect or engineer per state law.

The following occupancies must be submitted and reviewed by the State Fire Marshal's Office prior to submitting them to the Building Codes Office for review and building permit issuance:

- All state owned and leased buildings
- All educational occupancies (K-12) public or private
- All day care centers (including adult day care) licensed by the Department of Human Services
- All assembly occupancies with occupant load of 300 or more

You may be notified by the Plans Coordinator to schedule a review meeting with them and the Rutherford County Fire Marshal. Your design professional and/or engineer may also be asked to attend this meeting.

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