



RUTHERFORD COUNTY BUILDING CODES DEPARTMENT

Creating a Sustainable Future Through Building Standards and Safety

COMMERCIAL PLANS REVIEW PROCEDURES

All commercial projects located within Rutherford County, regardless of type, size or use, will require a Plans Review to be completed prior to a building permit being issued. The purpose of this handout is to explain the process of the Commercial Plans Review and issuance of the Building Permit.

All items listed on the checklist on the reverse of this handout must be submitted (preferably electronic, but paper is equally acceptable) before a plans review can be completed.

A full set of building plans can be submitted anytime but a plans review will not be completed until all required documents are received.

Once all the required documents have been received by the Plans Coordinator, they will be submitted to the Plans Examiner for review, which is typically completed within 3 – 5 business days depending on work load.

If/when necessary, the plans coordinator may schedule a plans review team meeting. The review team includes any, or all, of the following: Plans Coordinator, Plans Examiner/Building Official, County Engineer (or designee), County Fire Chief, a representative from Consolidated Utility District, owner, Contractor, Architect and/or Structural Engineer.

The review team will review and discuss the project for any requirements or issues associated with their respective agencies. All comments and requirements from said meeting will be added to the Plans Review and passed along to the applicant. If there are any items that are required to be addressed prior to permit issuance, the applicant will be immediately notified by phone or email.

When all requirements have been met, a building permit can then be issued. The plans coordinator will notify the applicant when the permit is available along with the cost of the permit.

Please note that not all commercial projects will require all items on the attached check list, nor will all commercial projects require a plan review meeting. This will be determined by the plans coordinator and the applicant will be notified.

Plans Coordinator – Misty Whaley	615-898-7734 or mwhaley@rutherfordcountyttn.gov
Plans Examiner – Tanya Bell	615-898-7734 or tanyabell@rutherfordcountyttn.gov
Fire Marshal – Joshua Sanders	615-867-4626 or jsanders@rutherfordcoountytn.gov

Please do not hesitate to contact our office if you have any questions regarding the plans review and/or the permitting process, we will be glad to assist you.

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:

2018 ICC International Building Code
2018 ICC International Mechanical Code
2018 ICC International Fire Code
(a full list of all amendments to the Codes adopted by Rutherford County can be found on our website at buildingcodes.rutherfordcountyttn.gov)

2018 ICC International Plumbing Code
2018 ICC International Fuel Gas Code
2018 ICC International Energy Conservation Code

All plans for new construction, tenant build-outs and renovations must have the following code information noted on them and the manner in which compliance has been achieved:

- Drawn to scale
- All applicable codes
- Allowable height and area
- Construction type
- Rated walls, floors, ceilings, roofs, doors, etc.
- Life safety plan
- Spinklered or unsprinklered
- Total building area (sf)
- Emergency exits and lighting
- Dimensions and specific use of each room/area
- Number of Stories
- Exit travel distances
- Occupancy classification

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 Dept.
- Zoning Compliance Form (Rutherford County Planning Dept.)
- Land Disturbance Permit (Rutherford County Engineering Dept.)
- SSDS Permit or completion certificate (State of TN Dept. of Environment and Conservation)
- *A complete set of Architectural drawings (drawings should include mechanical and plumbing designs where applicable)
- *A complete set of Structural drawings (preferably digital)
- *A complete set of sprinkler prints designed by State Certified installer if required

***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 submittal to 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

After application submittal, you may be notified by the Plans Coordinator to schedule a review meeting with him/her and the Rutherford County Fire Chief. Your design professional and/or engineer may also be asked to attend this meeting.

PLEASE NOTE: A BUILDING PERMIT WILL NOT BE ISSUED UNTIL ALL REQUIRED ITEMS ARE SUBMITTED AND THE REVIEW PROCESS IS COMPLETE