



Plan Submittal Requirements

- Architectural and site plans shall be formatted to 24" X30" Note: structural plans may be formatted in 11"X17" but will be required to be printed in 23" X 30" for site inspections.
- All plans shall have the correct site address and lot number.
- Architectural plans shall clearly state design criteria. E.g. dead loads, live loads, roof loads, flood loads, snow loads, and seismic loads. Table R301.2(1) filled out and attached to the plans is acceptable.

Note: Unfinished portions of attic accessible with a full-size door falls under the same requirement as habitable attics and attics served with fixed stairs minimum live load 30.

- Plans shall specify compliance with all applicable codes. Including but not limited to R302.5/R302.6(Fire-Resistant Construction), R303(Minimum light and ventilation), R310(Emergency escape and rescue), R311(Means of Egress), R312(Guards and Windfall Protection).

Note: A letter of compliance with the above-listed codes will be accepted in lieu of plan revision, but the plans will need to be revised if they are in clear violation of the above-listed codes.

- Plans must show minimum energy code has been met or provide REScheck.

Note: This can be uploaded separately in 8.5"X11"

- The foundation plan- Footing shall be minimum of 12" deep and show minimum (2) #4 rebar continuous (bent around corners with minimum lap splices must complying with Table R608.5.4(1). Clear measurements for all thickened footings/grade beams. Garage slabs require passive radon vent if living space is above. Radon stubbed for future use(minimum) required if no living space is above.

Note: Due to many garage conversions and attic buildouts with or without permit, this is required to prevent prolonged exposure to radon gas.



- The Elevation plan is required to determine finished siding materials and window height above F.F.E and final grade. Brick openings exceeding 6' require a lintel inspection. Windows with 72" or greater fall that are 24" or less to the sill height are required to be equipped with WOCD's. Max height for emergency egress window is 44."
- The plot plan/grading and drainage plan is to include house and garage F.F.E., grading contours, property lines, easements, distance measurements of structure and driveway to property line, concrete washout, construction entrance, silt fence, dumpster location, port-a-potty, M.B.S.L., and location of all external equipment.

Note: F.F.E. shall reflect minimum 4" drop (Masonry veneer) or 6" drop (non-masonry) to exterior grade with 6" of fall within the first 10' from building. R404.1.6.

Note: The town engineer may require additional elevations and drainage structures.

- Structural design drawings or lumber design package shall clearly indicate all load points and specify mechanical connections. Truss shop drawings and beam load calculations are required to accompany these plans.
- All floor plans exceeding 5,000 sf under roof must have engineers review letter.

Note: This can be uploaded separately in 8.5"X11"

- Manual J load calculation is required.

Note: Manual J load calculation can be uploaded separately on 8.5" X 11"

- Mechanical plans- Must include exhaust duct terminations, mechanical intake locations, mechanical unit location, if a kitchen exhaust vent hood is 400cfm or greater, make up air location needs to be specified.

Note: A letter of compliance with M1502.3 duct termination, M1502.4.5.1 Specified length, M1502.5 Protection required, M1503.4 Makeup air required, Table M1506.2 Duct Length, and M1506.3 Exhaust openings will be accepted in leu of plan revision so long as the plans do not clearly indicate non-compliance.

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- Electrical plans will be reviewed by the state.

- Fire sprinkler design drawings shall be formatted to 24" X 30" and stamped and signed by a state licensed engineer.