

City of Lebanon
APPLICATION FOR PLAN REVIEW

Building Inspection Department
200 Castle Heights Ave N
Lebanon, TN 37087
www.Lebanontn.org

Telephone: (615) 444-3647
Fax: (615) 444-1515

IMPORTANT: Please review Plan Review Checklist on the reverse side of this form. Plans may not be submitted which do not meet these requirements. Please fill out this form completely. Incomplete applications will not be accepted.

ORIGINAL PLANS _____ ADDENDUM / REVISION _____ SHOP DRAWINGS _____

PROJECT INFORMATION

DATE: _____

PROJECT TITLE: _____

PROJECT ADDRESS: _____ **APT./SUITE #** _____

DESCRIPTION OF WORK: _____

PROJECT AREA (s.f.): _____ **# OF STORIES:** ___ **SPRINKLERED: YES** ___ **NO** ___

CONSTRUCTION TYPE: _____ **OCCUPANCY GROUP:** _____

PROJECT ARCHITECT: _____

OWNER/APPLICANT INFORMATION

PROJECT OWNER: _____ **PHONE:** _____

PROJECT APPLICANT: _____ **PHONE:** _____

After plans have been reviewed, plan review comments will be E-mailed or faxed to the following recipient:

SEND COMMENTS TO: _____

ADDRESS: _____ **EMAIL:** _____

PHONE: _____ **FAX:** _____

ADDITIONAL COMMENTS _____

Plan Review Checklist

- **All plans must be designed in accordance with the following adopted city codes.**
 - **2003 International Building Code**
 - **2003 International Mechanical Code**
 - **2003 International Plumbing Code**
 - **2003 International Fire Code**
 - **2003 International Fuel Gas Code**
 - **2003 International Existing Building Code**
 - **2003 Life Safety Code**
 - **2003 International Residential Code**
 - **2002 National Electrical Code**
 - **2002 North Carolina Handicap with 2004 revisions**
- Local Amendments**
- **All plans for new construction, tenant build outs and renovations must contain the following code information and the manner in which compliance has been achieved:**
 - **All applicable codes**
 - **Allowable height and area**
 - **Construction type**
 - **Occupancy group**
 - **Occupant Load**
 - **Fire alarm**
 - **Rating of structural members and walls**
 - **Life safety plan**
 - **Number of stories**
 - **Building area (s.f.)**
 - **Sprinklered or nonsprinklered**
 - **Rated walls, floors, ceilings, roofs, doors, etc.**
 - **Distances of less than 30 ft to other buildings, streets, alleys, or public ways.**
 - **Copy of the site plan.**
- **All plans for additions, tenant build-outs, and renovations must show the project location in relation to the entire existing floor or structure of the building in which or upon which it will be constructed.**
- **One set of architectural, mechanical, plumbing, electrical, and approved civil drawings shall be submitted for review, upon review completion two sets of revised plans shall be submitted on paper and one on CD in PDF format.**
- **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.**
- **Provide a site map showing location of surrounding streets, along with address of project.**
- **Shop drawings must be approved and stamped by a Tennessee registered architect or engineer (2 sets required).**

- **Sprinkler design and shop drawings must comply with State of Tennessee (standard of care for Fire sprinkler design). Five copies of engineered approved shop drawings and calculations must be submitted. Two sets on CD in PDF format.**
- **Projects requiring flood proof construction located in FEMA flood zones must be accompanied by a flood-proof design certificate prepared by a registered engineer or architect.**
- **The following occupancies must be reviewed along with the State Fire Marshal's Office:**
 - **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, and facilities requiring a State Fire Marshal inspection for initial licensure.**

Note: After State Fire Marshal approval of plans, submit the approved copy along with one additional copy for review by the City of Lebanon.