



# RESIDENTIAL PLAN SUBMITTAL CHECKLIST

**BUILDING and NEIGHBORHOOD SERVICES**  
615-794-7012 Office      615-591-9066 Fax

**Residential plans, accompanied by a checklist signed by the applicant, are required to be submitted through IDT. (See IDT Instructions) The following is a list of submittal requirements for all RESIDENTIAL construction.**

- A completed Residential Building Application and checklist (Download from the City website: [www.franklintn.gov](http://www.franklintn.gov) )
- A **Plot plan** is required for new construction and all additions, including porches, decks and swimming pools. The plot plan shall be **drawn to scale** showing setbacks, easements, building footprint, building overhangs, location of proposed additions (if applicable), driveway, street, location of required swimming pool fence. Only appurtenances may encroach in a setback. Only one accessory structure is permitted on a residential lot and it is required to be 5' off any property line and cannot be located in any easement. A deck is permitted to encroach into a rear setback but only if it is not covered.
- A set of house plans is required for all new construction. The front façade of the house is required to be 12", 18" or 24" above grade. Building materials cannot change at house corners. All porches are required to be a minimum of 6' of usable depth. Garages are required to be setback from the front of the house.
- A written description of the proposed work is required for renovations, demolitions, accessory structures and miscellaneous construction.
- A drawing showing the proposed work is required for renovations, demolitions, accessory structures and miscellaneous construction.
- If removing an existing building & building new on the site, an existing and proposed plot plan is required if offsets are requested.
- If the house is to be located on a Critical Lot or Critical Tree Lot, existing topography and proposed grading are required to be provided. The self-certification documents should be included with the building permit submittal.
- New buildings and any exterior renovation of an existing building located in the Historic Overlay shall submit a copy of the Certificate of Appropriateness from the Historic Zoning Commission.
- Elevation certificates are required for new construction and additions in the Floodplain. Must meet specific requirements for Floodplain development.
- Flood Proof Construction, must be accompanied by a Flood-Proof Design by a registered design professional.
- Submit drawings prepared by a State of Tennessee Licensed Structural Engineer for retaining walls 4ft or higher (including footing) plan approval and permitting.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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**All residential applicants are required to make an appointment to pick up their Residential Building Permit. The following is a list of documents that are required to be brought to this permit appointment:**

- Appointment date and time: \_\_\_\_\_
- Building Permit Fee
- Water and sewer fee receipt
- Privilege tax fee receipt from the county
- Notarized Home Owner Affidavit – if permit to be issued to the homeowner