



Wilson County Government **Building Codes Department**

Accessory Structure Building Permit Application Checklist

The items listed below are the current requirements that must be satisfied to obtain a building permit from the Wilson County Building Codes Office. The office only accepts checks, cashier checks, and money orders made payable to 'Wilson County Building Codes' as a form of payment, and processes permit applications Monday through Friday from 8:00am until 3:30pm, excluding observed state and federal holidays.

- 1) **Plot Plan** – Required for all permits, regardless of lot/tract size. It must be detailed, legible, and accurate. The plan must show lot dimensions and setbacks for all property lines, and it must contain accurate dimensions and maximum height measurements where applicable. Property lines and site of construction will also need to be marked in some way, and the property lines must be strung to be easily identified by the inspector.
- 2) **Zoning Compliance Certificate**- from the Zoning Office (615.444.3025 Option 2)-Requires plot plan on 11X17 paper. Owners Affidavit of Understanding will need to be signed by the property owner, and notarized.
- 3) **Storm Water Permit (615-443-2120)** – Required for all accessory structures. Plot plan required. Fee is \$214.00. Payment must be in the form of a check, or EXACT CASH.
- 4) **Flood Plain Review Affidavit** – Wilson County Planning Office (615.449.2836) *EMAIL YOUR PLOT PLAN TO FLOODAFF@WILSONCOUNTYTN.GOV* with the following information:
 - *Owners name, Property address, Map and parcel, Applicant name and contact phone number, Type of structure (including size), and Plot plan.
- 5) **Septic Permit or Septic Records** (931-520-6688) – Required for all accessory structures with septic in them. If no records are available, a septic inspection letter from TDEC will be required. Existing Septic Affidavit (can be signed by homeowner only)

OR

STEP Approval (Dial 811 – ‘Call Before You Dig’) - Required for all accessories. You will also need to contact the Wilson County Water Authority (615-449-2951) for directions on how to submit a plot plan for approval.

- 6) **Address (615-449-7155)** – For properties without a current address.
- 7) **Contractor Information** – Contractor name, copy of State of TN Contractor License, copy of Worker’s Compensation Certificate of Liability or Exemption. If you are serving as your own contractor, there are forms you will fill out in the office when applying for your permit.
- 8) **Floor Plan** - Required for all accessory structures. It must be detailed, legible, and must include all dimensions and square footage. The height and exterior material will also be needed for all accessory structures.
- 9) **Estimated Cost of Construction** – Required for all permits.
- 10) **Fees: Accessory Building Permit Fees will be based on the following:** All accessory structures which require a permit and is less than 1,000 square feet will be permitted at \$100.00. Anything which requires a permit that exceeds 1000 square feet in size will be permitted at \$0.10 per square foot.
- 11) **Miscellaneous Items of Mention:**
 - Prior to a permit application being processed, there will be additional forms that must be signed and notarized.



Wilson County Government Building Codes Department



Check Out The New MGO Connect Customer Portal!



Beginning October 28th,
2025, submit new
applications online at
www.mgoconnect.org. Simply
create a new account using
your e-mail address.

Permitting

Need Help?

Call the MyGovernmentOnline (MGO) Helpdesk
985.851.0760

Or send an e-mail to
support@mygovernmentonline.org



Search for "MGO Connect" to
download the mobile app.