



Wilson County Government **Building Codes Department**

Commercial 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) **Approved Site Plans**- signed and stamped from the Wilson County Planning Office (615.449.2836)
- 2) **Zoning Compliance Certificate**- from the Zoning Office (615.444.3025 Option 2)
- 3) **Storm Water Permit (615-443-2120)** – Required for all new commercial construction (615-443-2120)
- 4) **Approval from Wilson County Fire Marshal**- (615. 444.8777- Ext #8)
- 5) **Copy of Waste Disposal Utilities (relevant to the property you will permit):**
 - Septic Permit or Septic Records (931-520-6688) – Required for all commercial construction with septic in them. If no records are available, a septic inspection letter from the TDEC office will be required. If the septic system is existing, the 'Existing Septic Affidavit' will also be required.
 - Step Approval (Dial 811 'Call Before you Dig'). You may also be required to submit a plot plan to the Wilson County Water and Wastewater Authority (615.449.2951-Ext #109)
 - City Sewer- A verification letter of paid sewer tap fees from the City of Lebanon will be required for projects connecting to City sewer.
- 6) **Address (615-449-7155)** – For properties without a current address.
- 7) **Contractor Information (if applicable)**– Contractor name, copy of State of TN Contractor License, copy of Worker's Compensation Certificate of Liability or Exemption.
- 8) **Structural Plan**-Required for all new commercial construction. Must be on detailed, legible, and must include all dimensions and square footage.
- 9) **Estimated Cost of Construction** – Required for all permits.
- 10) **Fees (Must be paid on SEPARATE checks):**
 - Adequate Facility Tax- The Adequate Facility Tax shall be established at \$0.50 per square foot. Commercial internal renovations/build outs will not be required to pay the Adequate Facility Tax.
 - Building Permit- The building permit fee will be calculated based on the Commercial Fee Schedule.
 - Plan Review-The plan review fee will be one half of the building permit fee.

Commercial, Industrial, Institutional and Religious



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Building Permit Fee Schedule

1. For a building of 10,000 square or less, the building permit fee schedule shall be \$0.90 per square foot.
2. For a building of 10,001 to 30,000 square feet or less, the building permit fee shall be \$0.60 per square foot.
3. For a building of 30,001 to 50,000 square feet or less, the building permit fee shall be \$0.46 per square foot.
4. For a building of 50,001 to 100,000 square feet or less, the building permit fee shall be \$0.30 per square foot.
5. For a building of 100,001 to 200,000 square feet or less, the building permit fee shall be \$0.18 per square foot.
6. For a building of 200,001 to 400,000 square feet or less, the building permit fee shall be \$0.12 per square foot.
7. For a building of 400,001 square feet and above, the building permit fee shall be \$0.10 per square foot.
8. Internal remodel/renovation permits will be \$0.15 per square foot, unless the project will be greater than 200,001 square feet. The fee will then default to the new construction fee schedule.
9. Plan review fees will be half of the building permit fee.

***Please Note:**

As of 08/18/2025 the Adequate Facility Tax for Commercial, Industrial and Institutional construction in Wilson County shall be established at \$0.50 per square foot. Apartments will fall under the residential AFT fee schedule, which is \$5,000.00 per unit