



Wilson County Government **Building Codes Department**

Home, Addition, and ADU 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) **Flood Plain Review Affidavit** – from the Flood Plain Administrator in the Planning Office (615.449.2836) *EMAIL YOUR PLOT PLAN TO FLOODAFF@WILSONCOUNTYTN.GOV* along 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.
- 4) **Storm Water Permit (615-443-2120)** – Required for all new homes, mobile homes, or accessory dwelling units (ADU's) built on site. Consult the Storm Water Department regarding any requirements for an addition. Plot plan required. Fee is \$350.00. Payment must be in the form of a check, or EXACT CASH.
- 5) **Copy of Waste Disposal Utilities (relevant to the property you will permit):**
Septic Permit or Septic Records (931-520-6688) – Required for all new homes, mobile homes, and accessory dwelling units with septic in them. If no records are available, a septic inspection letter from the TDEC will be required. Existing Septic Affidavit to be signed by homeowner only)

OR

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)

- 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. If you are serving as your own contractor, there is a form you will fill out in office.
- 8) **Floor Plan**-Required for all new homes, mobile homes, accessory dwelling units and additions to homes. It must be detailed, legible, and must include all dimensions and square footage.
- 9) **Estimated Cost of Construction** – Required for all permits.
Fees: *Adequate Facility Tax (\$5000.00) – Required for new homes and new mobile homes.
*Building Permit – For homes, mobile homes, accessory dwelling units, and additions to homes, the permit price will be calculated at \$0.70 per square foot.
*Building Permit Fee and Adequate Facility Tax will need to be ON SEPARATE CHECKS.
- 10) **Miscellaneous Items of Mention:** Energy Affidavit (can be signed by homeowner or contractor) if Insulating.



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