



Wilson County Government
Building Codes Department

Remodel/Renovation 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) **Flood Plain Review Affidavit** – May not be required. Please contact the Flood Plain Administrator in the Planning Office (615.449.2836). If needed, please *EMAIL YOUR PLOT PLAN TO* FLOODAFF@WILSONCOUNTYTN.GOV
- 2) **Septic Permit or Septic Records** (931-520-6688) – Required for all structures with septic in them. If no records are available, a septic inspection letter from TDEC will be required.

OR

STEP Approval (Dial 811 – ‘Call Before You Dig’) – May not be required. You will need to contact the Wilson County Water Authority (615-449-2951) for directions on how to submit a plot plan for approval.

- 3) **Contractor Information** – Contractor name, copy of State of TN Contractor License, copy of Worker’s Compensation Certificate of Liability or Exemption. If you will be serving as your own contractor, there are forms you will fill out in the office when applying for your permit.
- 4) **Floor Plan** - Required for all structures. It must include all dimensions and square footage.
- 5) **Estimated Cost of Construction** – Required for all permits.
- 6) **Fees**: Permit fees will be calculated at \$0.30 per square foot.
- 7) **Miscellaneous Items of Mention**:
 - Prior to a permit application being processed, there will be additional forms that must be signed and notarized.
 - i. Existing Septic Affidavit and Owners Affidavit (can be signed by homeowner only)
 - The height and exterior material will also be needed for all accessory structures.



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