



## **Wilson County Government** **Building Codes Department**

### **Swimming Pool Permit Application Checklist**

The items listed below are the current requirements that must be satisfied in order 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** – Wilson County Planning Office (615.449.2836) *EMAIL YOUR PLOT PLAN TO [FLOODAFF@WILSONCOUNTYTN.GOV](mailto: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.
- 4) **STEP Approval (only needed if the property has a STEP system) or Septic:**
  - ***STEP Approval*** (Dial 811 – ‘Call Before You Dig’) - Required for all accessories. You will also need to call the Wilson County Water Authority (615-449-2951) for directions on how to submit a plot plan for approval.
  - ***Existing Septic Affidavit*** (only needed if the property has a septic system) – Can only be signed by property owner.
- 5) **Contractor Information** – Contractor name, copy of State of TN Contractor License, copy of Worker’s Compensation Certificate of Liability or Exemption. If (the property owner) will be serving as their own contractor, there are forms that will need to be filled out in office when applying for the permit.
- 6) **Plot Plan** – Required for all permits, regardless of lot/tract size. This office will need a copy of the plot plan to keep. 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.
- 7) **Estimated Cost of Construction** – Required for all permits.
- 8) **Fees:**
  - Any pools and decks 1000 sq ft. or under, will be permitted at \$100.00.
  - Any pools over 1000 sq ft. will be permitted at \$0.10 per square foot.



# Wilson County Government Building Codes Department



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## Permitting

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