



## City of Belle Meade Requirements for Building Permit Application

**All plans and documents submitted for permits shall become the property of the City of Belle Meade for a permanent record.**

**The following data shall be submitted for building permit:**

**Plot Plan:**

1. Submit two (2) sets of plans.
2. Scale of one inch (1") equals (30') thirty feet.
3. Show site plan with property line dimensions, building envelope, existing and proposed contours, with principle structure and all accessory structures, driveway and sewer tank and control location.
4. Neighborhood site plan showing neighbor's house and measurements to them.
5. Show all new construction in shaded area.
6. Sewer application form.
7. Show storm water BMP'S

**Building Plans: scaled 1/4" inch = 1 foot**

1. Foundation plans indication width, depth, reinforcement type and anchor size and type.
2. Cross wall section.
3. Floor plan with dimensions.
4. Size and length of floor joist, girders, and rafters.
5. Front elevations from average natural grade.
6. Front, sides, and rear elevations with existing grade and finish grade.
7. Volume drawing and calculations.
8. Complete the land to building ratio chart.
9. Energy code calculations.

**Building Permit Requirements:**

1. Building permits are issued after properly completing permit applications.
2. Applicant must show evidence of state contractor's license and workman's compensation.
3. Building permits are required when owner or authorized agent intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure.
4. The permit fee is due upon issuance of the permit.
5. After permit is issued, inspections must be requested by the owner/agent at various states, (see inspection handout).

**Note: All necessary electrical, mechanical and plumbing permits are to be obtained from the proper Metropolitan Nashville Codes Administration office. The building code of the City of Belle Meade requires that all such permits and associated inspections be obtained.**

**Plans and specifications prepared by an architect shall bear the Architects seal and date in accordance with state laws and regulations.**

**Appeals: If it is determined that a variance is required the following three items are to be met:**

**The Board of Zoning Appeals meets the third Tuesday of the month. Deadline for plans and appeal fees will be fifteen (15) calendar days before the meeting. If it is determined that an appeal is needed, the following is required:**

- a) **Application and two sets of plans, consisting of the information listed above under Plot Plan and Building Plan.**
- b) **Appeal fee: must be paid when documents are filed. Application for appeal is not complete and will not be placed on the agenda until the appeal fee is paid.**
- c) **Neighbors notice of project & public hearing notice signed by neighbors who may be affected by the proposal next door, to the rear, across the street, etc.**