



Town of Ashland City

Building & Codes Department

233 Tennessee Waltz Parkway Suite 103
Ashland City TN 37015
(615) 792-6455

Flow Chart for New Construction Commercial

1. Site plan submission on or before 15th of month prior to Planning Commission Meeting which is held on the first Monday of every month as needed at 5:30 pm. (3 hard copies, 1 digital. File included with site plan application shall be submitted) <https://www.ashlandcitytn.gov/building/page/developers-packet>

2. Some occupancy shall be submitted to the Tennessee State Fire Marshals Office for review. Follow link to see the occupancies which are required to be reviewed by the state

https://www.tn.gov/content/dam/tn/commerce/documents/fire_prevention/posts/FirePlansRequirements.pdf

3. Site plan will be reviewed by city engineer and city planner before Planning Commission Meeting and any comments on review will be shared before meeting to give applicant time to address. Cost for city engineer review will be passed on to developer.
4. Once all comments have been addressed, if any, and site plan has been approved the permitting process can begin after a contractor has been named, their licensing, insurances, and workman's comp have been received by building and codes, the permit fees have been paid as well as construction and fire protection shop drawings submitted by registered design professional. (Three hard copies and one digital file shall be submitted).
5. In house plans review by staff will be completed and all comments addressed prior to building permit being issued.
6. Prior to permit being issued a preconstruction meeting shall be held.
7. Please refer to ordinance #488 for fee schedule and fees will be based off ICC valuation
8. Footing, foundation, and slab or plumbing slab inspections required (please refer to ordinance #551 for standard codes adopted).
9. All rough in inspections to include plumbing systems, mechanical systems as well as framing inspections will be performed after a passing electrical rough in



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inspection has been tagged by state electrical inspector. Electrical permits may be obtained at core.tn.gov.

10. An approved fire sprinkler inspection is required by local ordinance # 500.
11. Insulation inspection required before wall coverings are applied must follow the 2018 International Energy Code. A compliance report for IECC requirements.
12. Prior to a building final inspection, the following items shall be completed.
 - a. A state final passed electrical inspection.
 - b. If applicable TDOT approval for state road connection.
 - c. If applicable Tennessee State Fire Marshal's Office final shall be completed.
 - d. All third party/special inspection reports are to be submitted to Building and Codes Office.
 - e. Public works shall approve all utilities, storm water, backflow, grease trap, and grading.
 - f. Ashland City Fire Department shall approve, fire protection systems, fire hydrants, and fire department access to site.
13. Building and Codes will perform the final inspection on the occupancy as well as ensure all approved site plan requirements are met.
14. Certificate of Occupancy issued once all above is met.