



Town of Ashland City

Building & Codes Department

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

New Construction Residential Building Permit Flow Chart

1. Residential permit application, Driveway Application
2. Submit House plan and elevations to be built (Plans must be submitted by a registered design professional).
3. If a site plan had to be approved by Planning Commission as a subdivision a preconstruction meeting will be required
4. Water and sewer taps paid through Ashland City Public Works (applications can be found https://www.ashlandcitytn.gov/sites/default/files/fileattachments/building_amp_codes/page/1611/tap_request_form.pdf under forms and permits)
5. Provide a receipt of paid development and adequate facilities taxes through the Cheatham County Building Commission Office. 615-792-7915.
6. A driveway consultation must be scheduled sometime before driveway concrete or asphalt is laid or poured with Ashland City Public Works (please call Public Works to schedule at 615-792-4211) to size culvert pipe for Driveway prior to building permit being issued. Culverts must be plastic or concrete, no steel allowed, and all driveway approaches must be impervious surfaces, 12x 15'
7. Permit issuance follows when all items above have been submitted and approved. An official 911 address will be assigned once permit is issued within seven business days or sooner.
8. An approved automatic sprinkler system shall be installed in all areas of all new buildings according to Ordinance #487 (the term building shall include one- and two-family dwellings and townhouses) (All domestic water service lines are required to be 1").



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9. Electrical permits are issued for the State of TN. @ core.tn.gov and Ashland City Building and Codes inspectors do not service or inspect for these permits as a state inspector will perform all electrical inspections required, please schedule your electrical rough in and final with the state inspector prior to calling us for a framing inspection or a final inspection (HVAC electrical permits also need to be obtained through the state for inspection prior to final).
10. You must have your permit number to schedule an inspection with Ashland City Building Inspector.
11. Permit must be posted on construction site in a conspicuous area.
12. Footing, foundation, plumbing slab and slab inspections are required, and the standard codes adopted are listed under ordinance #551 (2018 IRC)
13. Plumbing, mechanical, framing and sprinkler rough in inspections are all required as well as an insulation inspection before wall coverings are applied (sprinkler rough ins and finals must be scheduled through Deputy Fire Chief/Fire Marshal Derek Noe-dnoe@ashlandcitytn.gov or 615-792-4531)
14. All sprinkler head locations must be in walls vs ceilings at attic level unless approved by Ashland City Fire Department
15. All inspections require a 24-hour notice except footings and foundations which we will try to perform within 2 hours of request.
16. We will not schedule a residential building final until required underground water and sewer utility ditches have been inspected and approved by Ashland City Public Works (please call Public Works to schedule at 615-792-4211)
17. All development and impact fees must be paid in full prior to scheduling your final inspection
18. All water and sewer tap fees must be paid in full. If partial payment was made prior to permitting, we will need a receipt of full payment on development taxes



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19. Final inspection of the sprinkler system flow and alarm test is required before building and codes performing final inspection.