

Flow Chart for New Construction Commercial

- Site plan submission on or before 15<sup>th</sup> of month prior to Planning Commission Meeting which is held on the first Monday of every month as needed at 5:30 pm. (3 copies needed, 1 elec. file) <D:\Developers Packet - Updated\Design Review Manual.pdf>
- 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.
- 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 and insurances have been received by building and codes, the permit fees have been paid as well as construction drawings submittal. (3 copies, 1 elec file)
- Please refer to ordinance #488 for fee schedule and fees will be based off of valuation
- Footing, foundation, and slab or plumbing slab inspections required (please refer to ordinance #508 for standard codes adopted)
- All rough in inspections to include plumbing systems, mechanical systems as well as framing inspections will be performed after a passing electrical rough in inspection has been tagged by state electrical inspector (call 615-792-4211 option #1 to get info on how to obtain an electrical permit through our city staff)
- A fire and life safety rough in is required and will include inspection of sprinkler systems as required by local ordinance # 500. (all city ordinances can be found on our website by number)
- Insulation inspection required before wall coverings are applied
- Once all work has been completed and state electrical inspector has tagged a passing final inspection we will do a building final inspection to include a plumbing final, mechanical final, fire and life safety final and will check any signage, landscaping, and parking configurations to ensure compliance with approved plans and local ordinances.
- Certificate of Occupancy issued