



5548 Franklin Pike • Suite 101 • Nashville, TN 37220-2128

Schedule & Permit Requirements

Code Officer Schedule

Monday - Friday

8:30 am - 12:30 pm

First come first serve walk in visits only

Construction Hours

Monday - Friday: 0700-1800

Saturday: 0900-1800

Sunday: No Construction

NO CONSTRUCTION ON HOLIDAYS

Permit Requirements (emailed)

Contractor's License

Contractor's COI (Certificate of Insurance)

- Certificate Holder
(City of Oak Hill & Address)

Contractor's Signed Copy of Contract

Site Plan with Setbacks

Bond Permit

Stephen Snow

Codes Officer

O: (615) 553-7209

C: (615) 557-7672

code.officer@oakhilltn.us

Codes Assistant

O/C: (615) 553-7208

codesadmin@oakhilltn.us

City of Oak Hill, Tennessee

Job Cost					Permit Fee			Number of Inspections	
\$ 1.00	to	\$ 1,000.00		\$ 100.00		Up to	1		
\$ 1,001.00	to	\$ 5,000.00		\$ 200.00		Up to	2		
\$ 5,001.00	to	\$ 10,000.00		\$ 300.00		Up to	3		
\$ 10,001.00	to	\$ 15,000.00		\$ 400.00		Up to	4		
\$ 15,001.00	to	\$ 25,000.00		\$ 500.00		Up to	5		
\$ 25,001.00	to	\$ 35,000.00		\$ 600.00		Up to	5		
\$ 35,001.00	to	\$ 50,000.00		\$ 800.00		Up to	5		
\$ 50,001.00	to	\$ 75,000.00		\$ 1,250.00		Up to	5		
\$ 75,001.00	to	\$ 100,000.00		\$ 1,500.00		Up to	10		
\$ 100,001.00	to	\$ 150,000.00		\$ 2,000.00		Up to	11		
\$ 150,001.00	to	\$ 250,000.00		\$ 2,500.00		Up to	13		
\$ 250,001.00	to	\$ 500,000.00		\$ 4,000.00		Up to	15		
\$ 500,001.00	to	\$ 750,000.00		\$ 5,000.00		Up to	17		
\$ 750,001.00	to	\$ 1,000,000.00		\$ 6,000.00		Up to	19		
\$ 1,000,001.00	to	\$ 1,500,000.00		\$ 10,000.00		Up to	20		
\$ 1,500,001.00	to	\$ 2,000,000.00		\$ 15,000.00		Up to	23		
\$ 2,000,001.00	to	\$ 2,500,000.00		\$ 20,000.00		Up to	25		
\$ 2,500,001.00	to	\$ 3,000,000.00		\$ 30,000.00		Up to	27		
\$ 3,000,001.00	to	\$ 4,000,000.00		\$ 40,000.00		Up to	30		
\$ 4,000,001.00	to	\$ 5,000,000.00		\$ 50,000.00		Up to	38		
\$ 5,000,001.00	to	\$ 7,000,000.00		\$ 60,000.00		Up to	40		
\$ 7,000,001.00	to	\$ 10,000,000.00		\$ 100,000.00		Up to	48		
\$ 10,000,001.00	to	\$ 15,000,000.00		\$ 150,000.00		Up to	50		
\$ 15,000,001.00	to	\$ 20,000,000.00		\$ 200,000.00		Up to	73		
\$ 20,000,001.00	to	-----		\$ 250,000.00		Up to	75		

Other Permit Fees:

Plan Review Fees, Residential	\$150.00
Plan Review Fees, CUP Holders (School & Churches)	\$ 100.00 Per Hour
<i>Includes 1 review, required changes to meet code, follow up review to verify changes. Additional reviews due to plan changes required by applicant will be subject to the additional review fees.</i>	
Preliminary Plat Base Fee (Includes up to 2 Reviews)	\$1,000.00
Preliminary Plat Per Lot Fee (Add for each lot)	\$250.00
Final Plant Base Fee (Includes 2 Reviews)	\$1,000.00
Final Flat Per Lot Fee (Add for each lot over 2 lots)	\$250.00
Additional Plat Review (Preliminary or Final)	\$250.00
Recording Construction Plans for Subdivisions	\$500.00
Subdivision sign or subdivision sign modification fee	\$500.00
Other new signs or sign modification fee	\$250.00
Temporary Signs/Banner Fee	\$50.00

Radnor Lake Review Fees:

Steep Slope Review Fee (Includes up to 2 Reviews)	\$1,000.00
Radnor Lake Review Fee (Includes up to 2 Reviews)	\$1,000.00
Additional Reviews (Per Review)	\$500.00
If the review is both Steep Slope and Radnor Lake review Fee (Includes up to 2)	\$2,000.00
Additional Reviews (Per Review)	\$500.00

Presentation Fees

Variance/Administrative Appeal	\$250.00
Conditional Use Permit without additional impervious surface (non-variance)	\$1,000.00
Conditional Use Permit with addition of impervious surface (non-variance)	\$4,000.00

Utility Permit Fees

Utility permit fee per zone	\$500.00
<i>A flat fee shall be assessed for a utility permit. The fee will be based on pre-determined zones. Each zone will require a permit including the permit fee. A bond may also be required if deemed appropriate by City Manager.</i>	

- 1. If construction is started before a permit is obtained, the Permit Fee will be doubled.**
- 2. Job costing includes demolition costs, driveways, pools, etc.**
- 3. Inspections in excess of the respective number of inspections listed below will be charged \$125.00 per inspection. Payment shall be made in full prior to the issuance of the Use and Occupancy permit.**

Requirement	A	B	C	D	E	F
Minimum Lot Area	10,000 SF	20,000 SF	1 Acre	2 Acre	3 Acre	4 Acre
Minimum Front Lot Line ¹	50 Feet	50 Feet	100 Feet	150 Feet	175 Feet	225 Feet
Maximum Lot Depth Lot Width Ratio ²	4:1	4:1	4:1	4:1	4:1	4:1
Maximum Lot Coverage						
For Lots less than the Minimum Lot Area	4,000 sf	7,000 sf	13,000 sf	13,000 sf up to 25%	15,000 sf up to 20%	15,000 sf up to 20%
For Lots greater than the Minimum Lot Area	40% up to 6,000 sf	36% up to 9,000 sf	30% up to 18,000 sf	25% up to 25,000 sf	20% up to 35,000 sf	20% up to 37,000 sf
Maximum Gross Floor Area Ratio (FAR) FAR = Gross floor area / Lot area	24% with a Maximum of 3,600 sf	32% with a Maximum of 7,000 sf	18% with a Maximum of 10,000 sf	18% with a Maximum of 18,000 sf	14% with a Maximum of 18,000 sf	14% with a Maximum of 18,000 sf
Minimum Yard Requirements for Primary Structure						
Front Setback ³	60 feet	60 feet	75 feet	75 feet	100 feet	150 feet
Side Setback: Interior lot line	10 feet	10 feet or 15% of front lot width, whichever is greater. Up to 15 feet	15 feet side yard or 20% of lot width, whichever is greater. Up to 30 feet	20 feet side yard or 22% of lot width, whichever is greater. Up to 35 feet	40 feet	50 feet
Side Setback: Side Street	30 feet	40 feet	40 feet	40 feet	40 feet	50 feet
Rear Setback	50 feet	40 feet	60 feet	70 feet	100 feet	100 feet
Maximum Primary Structure Height - Overall						
Maximum Stories	2 Floors. Second Floor shall be a Half Story.	2 floors	2 floors	2 floors	3 Floors. Third floor shall be a Half Story.	3 Floors. Third floor shall be a Half Story.
Maximum Height ⁴	28 feet	Varies	Varies	Varies	42 Feet	42 Feet
Height Zone 1 Height Maximum	Not applicable	28 Feet	28 Feet	28 Feet	Not Applicable	Not Applicable
Height Zone 2 Height Maximum	Not applicable	32 Feet	36 Feet	40 Feet	Not Applicable	Not Applicable
Height Zone 3 Height Maximum ⁵	Not applicable	28 Feet	28 Feet	Not Applicable	Not applicable	Not applicable
Minimum Yard Requirements for Accessory Structures, Pool Houses, Pools, and Pool Decks						
	A	B	C	D	E	F
Front Setback	Behind the Primary Structure	Behind the Primary Structure	Behind the Primary Structure	Behind the Primary Structure	Behind the Primary Structure	Behind the Primary Structure
Side Setback	10 feet	15 feet	15 feet	25 feet	25 feet	30 feet
Side Setback: Side Street	30 feet	40 feet	40 feet	40 feet	40 feet	50 feet
Rear Setback	20 feet	20 feet	30 feet	40 feet	50 feet	50 feet
Pool House	Maximum footprint of 25% of the Primary Structure	Maximum footprint of 25% of the Primary Structure	Maximum footprint of 25% of the Primary Structure	Maximum footprint of 25% of the Primary Structure	Maximum footprint of 25% of the Primary Structure	Maximum footprint of 25% of the Primary Structure
Maximum Height	25 feet & 1 floor	25 feet & 1 floor	25 feet & 1 floor	25 feet & 1 floor	25 feet & 1 floor	25 feet & 1 floor

Additional Regulations:

¹ Lots on cul-de-sacs are exempt from this provision; but must have a minimum front lot line of at least forty feet (40') feet measured along the curve at the edge of the right-of-way

² Lot width is measured at the narrowest point of the respective lot and lot depth is measured at the deepest point of the lot.

(Ord. #12-16, Jan. 2013, as amended by Ord. #0-17-08-01-90, Feb. 2017, and Ord. #0-18-02-02-90, Feb. 2018)

³ Whichever is greater from this table or § 14-121(f)

⁴ Flat Roof structures are permitted to be a maximum of one floor & 18 feet in accessory structures, Zone A, and in Height Zone 1 & 3, and a maximum of 2 floors in Height Zone 2, Zone E, and Zone F.

⁵ Height Zone 3 is not applicable to lots with lot depths less than 200 feet.

City of Oak Hill
Plan Review Checklist

PROJECT ADDRESS: _____

PROJECT DESCRIPTION: _____

CONTACT NAME: _____ CONTACT PHONE: _____ CONTACT EMAIL: _____

Confirm the following issues have been addressed during the project design phase, check-off all fields that apply to the project, and submit this form along with the construction documents.

1. All work proposed to be included in a permit must be shown on plans associated with that permit. Any future work that is not to be included in a permit at the time plans are submitted for that permit must be noted as follows: **“FUTURE WORK – A SEPARATE PERMIT MUST BE OBTAINED FOR THIS WORK.”**
2. All plans must be designed per City of Oak Hill Municipal Code and all other model codes adopted by the City. If it is determined that Board of Zonings Appeals or Planning Commission approval is required for this project or any portion of this project, please check below:

Board of Zoning Appeals:

- Tree Removal of 8 in. diameter-at-breast-height DBH or greater between structure and road
- Setback Variance
- Proposed Noncompliance
- Conditional Use Permit
- Other

Planning Commission:

- Plat
- Steep Slope
- Radnor Lake Natural Area Impact Zone
- Nonconforming
- Conditional Use Permit
- Other

3. Compliance with Tree Protection Standards
 - Create Tree Plan (see “Site Plan and Survey Requirements below)
 - Comply with Table 905
 - Comply with Table 908 (if below min. required percentage of canopy to be retained)
 - Other applicable requirements from Tree Protection Standards (see “Site Plan and Survey Requirements below)
4. For Demolition-Only projects, submit a site plan showing:
 - Tree Plan
 - All applicable site plan requirements
 - Limits of work
 - Required limit-of-work barriers
 - Required tree protection barriers
 - Required erosion prevention/sediment control (EPSC) measures
 - Final grading and completion measures
 - Means of lot stabilization (seed/straw, sod, seed mats, etc.)
5. Site plans stamped, signed, and dated by a TN licensed civil engineer will be required for the following projects with the following inclusions:
 - Projects involving area(s) of land disturbance measuring 1 acre or greater (whether single lot, or multiple lots comprising a single development)
 - Tier III projects classified by *City of Oak Hill Regulated Residential Infill Guidelines* (8,000-15,000 sf net added impervious area [IA])
 - Work in a steep slope (15% or greater)
 - Retaining walls 4 ft. or greater in height measured from lowest adjacent grade at face of proposed wall (“structural” engineered design is required)
 - Sitework disturbance of min. 10% of lot area for lots less than 1 acre; or sitework disturbance of min. 5,000sf for lots 1 acre and greater
 - Sitework on a lot containing a stream noted on Metro Nashville maps (see City for possible exemption)
 - New Primary Residence or Accessory Structures of 300 sf or greater requiring new or structurally-enhanced footing (if roofed, measure by roofed area)
 - Primary Residence or Accessory Building additions of 300 sf or greater with new or structurally-enhanced footing (if roofed, measure by roofed area)
 - Pool of any size; pool deck of any size; or other Accessory Structures of 300 sf or greater where new or structurally-enhanced footing is not proposed
 - Special conditions and discrepancies (at the discretion of the City)
 - When required by other jurisdictions/authorities

6. Survey that is stamped, signed, and dated by a TN licensed land surveyor will be required for the following projects with the following inclusions:
- All projects requiring licensed engineer
 - Building projects greater than 100 sf but less than 300 sf (roofed area) requiring new or structurally-enhanced footing
 - Special conditions and discrepancies (at the discretion of the City)
 - When required by other jurisdictions/authorities
7. The following elements are to be incorporated into required: engineered civil plans; stamped surveys; and non-engineered site plans (as applicable):
- Site layout; property lines; setbacks; easements; dimension between driveway and PL for Zones C,D,E,F; equipment pads w/in setbacks; fences/gates; automatic gates; culverts w/ diameter noted (typ.req. min. 15”); all proposed structures
 - Erosion Control and Tree Protection plan with details
 - Grading plan. Show contours of existing/proposed grades on project-lot at 2 ft. intervals, and show existing contours on first ten feet on adjacent lots
 - If new grades suggest more postconstruction runoff to adjacent sites than preconstruction runoff, show retention/diversion measures
 - Show elevations for existing/proposed top-of-slabs-on-grade for any level of any building, first floor levels, patio/hardscape, all decks
 - Note heights of retaining walls (elevation at grade / elevation at top of wall) including fall protection guards at drop-offs over 30”
 - Stream buffers for streams noted on Metro Nashville maps – note buffers and requirements of all applicable authorities
 - Stormwater management plan per *City of Oak Hill Regulated Residential Infill Guidelines with Tiers I, II, III* noted as applicable
 - Include required stormwater treatment measure(s) from Appendix H – *Regulated Residential Infill Guidelines (detail & calculation sheet)*
 - Locate and dimension required stormwater treatment measure(s) on site plan
 - Show locations of utility services and trenching paths to connection at structures. Installations requiring trenching must not encroach into driplines.
 - Show setbacks. Front setback to be most restrictive of tabular and contextual (label front setback respectively). Show graphic of adjacent-lot front-setbacks, and note existing setback dimension of each.
 - Show and label Height Zones lines overlaid on proposed footprint, dimensioned back to setback lines, and parallel to side setback lines.
 - Provide elevation showing same Height Zone parameters as on architectural front elevation. Dimension Height Zone heights from front avg. grade line.
 - Locations of all trees and associated data listed in Section 904 (A) of Tree Protection Standards. Tree locations and canopy diameters must be accurately and precisely noted/illustrated on plans. For tree plans showing individual trees, tree locations may be confirmed by either noting x,y dimensions to property lines on the plans, or by a statement from the surveyor included on the plan stating, *“All trees on this lot that are 3 in. or greater in caliper, whether existing or to be removed, are represented on this plan and are precisely located on this drawing.”*
- NOTE: This statement verifying accuracy of tree locations in relation to surveyed or engineered lot information can only be made by a TN licensed designer or surveyor, and the plan bearing that statement must be stamped, signed, and dated by the TN licensed designer/surveyor making the statement.*
- List required existing and proposed tree information: species, sf of individual tree canopies, DBH, retain/remove, aggregate canopy totals
 - Calculations and Totals required by Tree Retention Standards in Table 905 (where engineered plans not required)
 - Calculations and Totals required by Tree Replacement Table in Section 908 (where engineered plans not required)
 - Provide Lot Coverage plan with different shaded areas respective to groups listed in Max. Lot Coverage Table below. Each shaded area must graphically shade to the extents of lot coverage calculated for its particular group, and the total must be noted within that shaded area on the plan [Example: for a project with only a driveway, a sidewalk, and house, two areas shaded differently would be provided with the first shaded area covering extents of impervious driveway (including drive-aprons) and sidewalk, with the total sf amount for that driveway/walk area noted on both in the Table and on the plan in the middle of that shaded area. The second shaded area would cover the building to the extent of the roof edge, and both the Table and plan would be noted with the total sf amount for that roofed area].
 - Include two-column table below and account for Lot Coverage amounts/totals as specified in the following format (do not omit any prescribed language listed):

<u>Maximum Lot Coverage</u>	
<u>Existing</u>	<u>Proposed</u>
Driveways/Walks	_____ Driveways/Walks _____
Patios/Uncovered Porches/Decks	_____ Patios/Uncovered Porches/Decks _____
Pool/Spa/ Pool Decks	_____ Pool/Spa/ Pool Decks _____
Ret.Walls/Misc.Hardscape/Equip.Pads/Other IA	_____ Ret.Walls/Misc.Hardscape/Equip.Pads/Other IA _____
<u>Roofed area of all Buildings</u>	_____ <u>Roofed area of all Buildings</u> _____
TOTAL EXISTING:	_____ TOTAL PROPOSED: _____
	_____ NET ADDITIONAL IA: _____
TOTAL LOT SF (from survey, if survey required):	_____ TOTAL EXIST/PROPOSED IA, AS % OF TOTAL LOT SF: _____

Architectural Plans (Bulk Building Standards related)

- Show calculations/total for Maximum Gross Floor Area Ratio
- Show calculations for “Side Setback: Interior Lot Line”
- Show calculations for Height Zones 1 and 3
- Show graphic to illustrate Half Story ceiling heights & area configurations. Deduction from FAR will apply to either entire story, or no deduction at all.
- Show calculation to document Pool House is max. 25% of Primary Structure
- Show line of “average elevation of finished grade along the front (street side) of the building”
- Show Height Zone lines on elevation drawings as follows:
 - Show vertical height dimensions of Height Zones 1 and 2 from average front grade to highest point of roof on FRONT elev.
 - Show vertical height dimensions of Height Zones 1 and 2 from average front grade to highest point of roof on REAR elev.
 - Show vertical height dimensions of Height Zone 3 from average front grade to highest point of roof on SIDE elevations.
 - Show horizontal dimensions from side setbacks to Height Zone 1 lines on both sides; and from rear property line to Height Zone 3 line.
 - These Height Zone locations and dimensions must match the Height Zone lines and dimensions shown on site plan.



Basic Construction Inspections Information

Email each inspection request to code.officer@oakhilltn.us 24 hours prior to an inspection day (Tue & Fri) with the type of inspection and property address in the subject field. Engineer letters accepted by request only.

Pre Development Inspection

- Temporary driveway
- Erosion Prevention/Sediment Control (EPSC) measures.
- Tree protection around the perimeter of the furthest drip edge as per ordinance.
- The above must be in place and maintained throughout the duration of the project.
- Bulk building material storage is not permitted.

Foundation Inspection

- Prior to pouring concrete.
- Footing: minimum 12" below existing grade and through to bearing soil.
- Poured Wall (Rebar): forms and rebar in place.
- Foundation: Walls complete; radon vent installed; waterproofing or damp proofing complete with perimeter drain and positive drain installed; level ground inside of crawlspace.
- Do not put gravel in crawl space until foundation has been inspected; sill plates installed and anchored properly. Foundation survey may be required.
- Slab: Forms complete; plastic and wire mesh in place.

Metro Inspections

All Metro mechanical, electrical and plumbing (MEP) rough-in (interior) inspections must be completed prior to the City of Oak Hill framing inspection.

Framing Inspection

Framing complete; trusses and I-joists installed as per plan; fire blocking in place.

Insulation Inspection

Insulation and caulking complete including behind electrical boxes.

Metro Inspections

All metro mechanical, electrical and plumbing (MEP) final inspections must be completed prior to the City of Oak Hill final inspection.

Final Inspection

- All interior and exterior work complete.
- Do not occupy until final is completed/approved and Certificate of Occupancy is received.