

# PLANS REVIEW SUBMITTAL FORM

Montgomery County Building Department  
350 Pageant Lane, Suite 309  
Clarksville, TN 37040  
(931)648-5718

PROJECT NAME: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Map \_\_\_\_\_ Group \_\_\_\_\_ Parcel # \_\_\_\_\_ Zoning \_\_\_\_\_

Property Owner: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contractor: \_\_\_\_\_ License No. \_\_\_\_\_ Telephone No. \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Architect/Engineer: \_\_\_\_\_ Registration # \_\_\_\_\_

Firm: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Approximate Construction Start date \_\_\_\_/\_\_\_\_/\_\_\_\_ Completion date \_\_\_\_/\_\_\_\_/\_\_\_\_

Occupancy Classification (International Building Code, 2018 Ed.): \_\_\_\_\_

Construction Type (International Building Code, 2018 Ed., International Fire Code, 2018 Ed.

IA IB IIA IIB IIIA IIIB IVA IVB V-A V-B (circle one)

2009 ICC/ANSI 4117.1 Accessible and Usable Building and Facilities Code, International Plumbing, Mechanical Codes 2018 Ed.

Sprinklered: \_\_\_\_\_ Height: \_\_\_\_\_ No. of Stories: \_\_\_\_\_

Construction Type (as defined by the International Building Code, 2018 Ed., building "footprint" area):

New Construction \_\_\_\_\_ sf Existing Construction \_\_\_\_\_ sf \_\_\_\_\_ Net sf  
Total (all floors) \_\_\_\_\_ sf Total (all floors) \_\_\_\_\_ sf \_\_\_\_\_ Net sf  
Occupancy Load \_\_\_\_\_ Existing Building Construction Type: \_\_\_\_\_  
Hazard Occupancy Classifications \_\_\_\_\_ Existing Occupancy Classification: \_\_\_\_\_

I hereby certify that, to the best of my knowledge and belief, the total construction cost (excluding land cost, site preparation and mechanical systems) of this project will be: \$ \_\_\_\_\_  
(plans review fee equals one-half of the building permit fee)

PLANS REVIEW FEE \$ \_\_\_\_\_ TOTAL FEES \$ \_\_\_\_\_

This "PLANS REVIEW" approval does not relieve the designing architect or engineer of responsibility for providing plans that are in compliance with applicable laws, rules or codes. (Rule 0780-2-3-.05 Statutory Authority TCA 68-120-101).

\_\_\_\_\_  
Owner/Authorized Representative

\_\_\_\_\_  
Date

**\*\*SEE REVERSE SIDE FOR PLANS SUBMITTAL REQUIREMENTS\*\***

# Plans Submittal Requirements

Please send two copies of registrant sealed plans, one copy of registrant sealed specifications and a digital copy in a single compiled PDF file, a completed Plans Review Submittal form (PRSF), special inspections agreement form completely filled out, and include a check for the plans review fee. Payment is to be made out to Montgomery County Trustee. The fee covers the cost of the process of reviewing the plans only and additional building permit is required once the plans has been approved. The building permit fee will cover the entire inspection process from the beginning of the building process thru the issuance of the Certificate of Occupancy. Once the plans are approved, a single compiled PDF will be digitally signed and stamped approved will be returned to the applicant for printing. The applicant must print and submit a single hard copy of the approved drawings prior to permitting. We prefer a 24" x 36" page size. The contractor is required to be keep a printed hard copy of the approved drawing on the job site at all times.

If this is, a Tennessee State reviewed and approved project. We will require a printed copy of the approved drawings and a single compiled PDF file prior to permitting. Montgomery County will not do a concurrent review.

## Tennessee Registrant Sealed Drawings

A complete set of registrant sealed design drawings must include (this is a brief and is not intended to include all items necessary for a complete submittal):

1. A **Cover sheet** drawing showing a code analysis for the building with any currently adopted minimum building, fire, life safety, and accessibility codes enforceable at the time of the submittal. Provide on cover sheet of the plans for new and existing building the following:
  - List of Codes with edition dates.
  - Construction type, (un) protected, (un) sprinkled.
  - Number of stories and height of building.
  - Area of building per IBC Table 503 (new and existing). Calculate areas within IBC firewalls separately.
  - Show area increase calculations per IBC 506.
  - Include code references with edition dates.
  - Indicate occupant load of spaces.
  - Indicate mixed occupancy, or separated uses with separation requirement or non-separated uses with construction meeting the most stringent requirements. [IBC 508.3.1, IBC 508.3.3].
2. **Civil/Site** plans with grading, underground utilities, underground fire protection sprinkler piping, fire department access, exit discharge from the building, accessibility from exterior exit discharge to a public way, and fire hydrant location with hydrant test data
3. **Life Safety Plan** showing use for each space with occupant loads based on occupant load factors, exiting paths with exit occupant load and capacity of the exit door or exit stairway; common path and travel distance; limits and enclosures of smoke partitions, smoke barriers, one/two-hour fire-resistance rated partitions, and 2/3/4-hour fire-resistance rated fire walls with appropriate legends, UL listed assembly number, illustrations and material specification without modification. Show portable fire extinguisher type, size, and placement per NFPA 10 or IFC
4. **Architectural floor plans** showing the use of each space, dimensions, door, door hardware schedules, window schedule, sections, details, UL fire-resistance rated assembly details for rated walls, rated floor/ceiling assemblies, rated roof/ceiling assemblies, rated columns, girders, and beams; head-of-wall joints, and floor-to-exterior wall joints,
  - a. Description of uses and the proposed occupancy group(s) for all portions of the building.
  - b. Thermal performance of envelope components.
  - c. Fenestration performance details (U-factor, SHGC).
  - d. Details of vapor barrier and insulation installation, and air sealing methods.
  - e. REScheck or COMcheck
  - f. Design conditions (interior and exterior) consistent with local climate.
5. **Structural design plans** and details with seismic and other minimum design loads and location and details of any 2/3/4-hour fire-resistance rated fire walls
  - a. Local design load criteria, including: frost depth; live loads; snow loads; wind loads; earthquake design data; other special loads.
  - b. Applicable construction standards and material specifications (i.e., masonry, concrete, wood, steel, etc.)
6. **Mechanical HVAC system design** drawings which include fire, smoke, and combination fire/smoke damper locations, gas furnace/boiler combustion air, fire-resistance rated wall limits and legend that matches architectural plans, UL fire stopping details for penetrations through rated assemblies.
  - a. Equipment type, capacity (Btuh) and efficiency (peak and part-load).
  - b. System design air flow rates (cfm).

- c. Details of equipment/system sizing.
  - d. Duct construction and system static pressure(s), including provisions for sealing.
  - e. [Type I Type II Kitchen Hood Worksheet](#) for occupancies with kitchen hoods.
7. **Plumbing systems design** drawings including fire-resistance rated wall limits and legend that matches architectural plans and UL fire stopping details for penetrations through rated assemblies.
8. **Fire protection sprinkler/standpipe/fire pump systems design** drawings (when included or required) including fire-resistance rated wall limits and legend that matches architectural plans and UL fire stopping details for penetrations through rated assemblies
9. **Electrical design** drawing including complete fire alarm system, emergency lighting, exit signs, duct smoke detectors for HVAC fan shut down, including fire-resistance rated wall limits and legend that matches the architectural plans and UL fire stopping details for penetrations through rated assemblies.
- a. Lighting fixture schedule(s) depicting location, fixture lamps, ballasts, ballast specifications, fixture input watts, fixture wiring methods, power factor, etc.
  - b. REScheck or COMcheck
10. **Energy Code Analysis**
- a. All new buildings and additions that require a design
  - b. Professional in accordance with TN Architectural and Engineering registration law shall submit a Com-Check-Web demonstrating compliance for the project based on the 2009 IECC.
  - c. <http://energycode.pnl.gov/COMcheckWeb/>
  - d. All portions of the forms shall be completed including Envelope, Lighting, and Mechanical. The form shall also be sealed and signed.

***MONTGOMERY COUNTY GOVERNMENT  
BUILDING AND CODES DEPARTMENT***

350 Pageant Lane, Suite 309  
Clarksville, TN 37040  
Phone 931-648-5718 Fax 931-553-5121  
[www.MontgomeryCountyTN.org](http://www.MontgomeryCountyTN.org)



**Montgomery County  
Building and Codes Department  
Special Inspection Agreement Form**

**MONTGOMERY COUNTY GOVERNMENT**  
**BUILDING AND CODES DEPARTMENT**

350 Pageant Lane, Suite 309  
Clarksville, TN 37040  
Phone 931-648-5718 Fax 931-553-5121  
www.MontgomeryCountyTN.org

**SPECIAL-INSPECTION AND TESTING AGREEMENT**

To permit applicants of projects requiring special inspection and/or testing per Chapter 17 of the International Building Code (IBC): 2018

Project Name: \_\_\_\_\_ Point of Contact: \_\_\_\_\_

Project Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

**BEFORE A PERMIT CAN BE ISSUED:** The owner, or the Engineer or Architect of record, acting as the owner's agent, shall complete one (1) copies of this agreement and the attached Special-inspection and Testing Schedule, including the required acknowledgments. A pre-construction conference with the parties involved may be required to review the special-inspection requirements and procedures.

**APPROVAL OF SPECIAL INSPECTORS:** Special inspectors may have no financial interest in projects for which they provide special inspection. Special inspectors shall be approved by the building and codes department prior to performing any duties. The special inspection agency shall submit credentials and shall maintain records of all employees performing special inspections. Individual special inspectors shall submit their qualifications to the Building Department for pre-qualification, and are subject to personal interviews if so required by the Building Department.

Special inspection and testing shall meet the minimum requirements of the International Building Code Chapter 17. The following conditions are also applicable:

**A. Duties and Responsibilities of the Special Inspector**

1. **Signify presence at job site.** Special inspectors should notify contractor personnel of their presence and responsibilities at the job site. If required by the Building Department, they shall sign in on the appropriate form posted with the building permit.
2. **Observe assigned work.** The special inspector shall observe assigned work for conformance with the building department approved (stamped) design drawings and specifications and applicable workmanship provisions of the International Building Code. Architect/engineer-reviewed shop drawings may be used only as an aid to inspection.  
  
For continuous special-inspection, the special inspector shall be on site at all times observing the work requiring special-inspection. Periodic inspections, if any, must have prior approval based on a separate written plan reviewed and approved by the building department and the engineer or architect of record.
3. **Report nonconforming items.** The special inspector shall bring nonconforming items to the immediate attention of the contractor and note all such items in the daily report. If any item is not resolved in a timely manner or is about to be incorporated in the work, the special inspector shall immediately notify the building department by telephone or in person, notify the engineer or architect, and post a discrepancy notice.
4. **Provide timely reports.** The special inspector should complete written inspection reports for each inspection visit and provide the reports on a timely basis determined by the Building Department. The special inspector or inspection agency shall furnish these reports directly to the Building Department, engineer or architect of record, and others as designated. [IBC Sec. 1704.1.2] **These reports should be organized on a daily format and shall be submitted weekly to the Building Department.** Daily and weekly report forms are included in Appendix A of the General Program Guidelines. These reports should include:

- a. Description of daily inspections and tests made with applicable locations,
- b. Listing of all nonconforming items,
- c. Report on how nonconforming items were resolved or unresolved as applicable,
- d. Itemized changes authorized by the architect, engineer, and Building Department if not included in nonconforming items.

5. **Submit final report.** The special inspector or inspection agency shall submit a final signed report to the Building Department stating that all items requiring special inspection and testing were fulfilled and reported and, to the best of his/her knowledge, in conformance with the approved design drawings, specifications, approved change orders, and applicable workmanship provisions of the International Building Code. Items not in conformance, unresolved items, or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspections when continuous inspections were required, etc.) shall be specifically itemized in this report.

**B. Owner Responsibilities.** The project owner, the engineer or architect of record or an agent of the owner is responsible for employing special-inspection services. The special inspector/agency shall not be in the employ of the contractor, subcontractor or material supplier. [IBC Sec. 1704.1]

**C. Engineer or Architect of Record Responsibilities**

1. **Prepare special inspection program.** The Engineer or Architect of record shall list the items for which special inspection is required and shall indicate any items for which the IBC or the Building Department approves periodic inspection and the frequency of such inspection.
2. **Respond to field discrepancies.** The Engineer or Architect of record shall respond to uncorrected field discrepancies in design, material, or workmanship observed by the special inspector.
3. **Review shop drawings and submit design changes.** The Engineer or Architect of record shall acknowledge and approve shop drawings that may detail structural information, shall submit to the Building Department and to the special-inspection agency written approval of any verbally approved deviations from the approved plans, and shall submit revised plans for Building Department approval as required.

**D. Contractor Responsibilities**

1. **Notify the special inspector.** The contractor is responsible for notifying the special inspector or agency regarding individual inspections for items listed on the attached schedule and as noted on the building department approved plans. Adequate notice shall be provided so the special inspector has time to become familiar with the project.
2. **Provide access to approved plans.** The contractor is responsible for providing the special inspector access to approved plans.
3. **Retain special inspection records.** Upon request, the contractor is also responsible for retaining at the job site all special inspection records completed by the special inspector.

**E. Building Department Responsibilities**

1. **Approve special inspection program.** The building department shall approve all special inspectors and special-inspection requirements.
2. **Enforce special inspection.** Work requiring special inspection and the performance of special inspectors shall be monitored by the building inspector. His/her approval, in addition to that of the special inspector, must be obtained prior to placement of concrete, covering of structural steel, or other similar activities.
3. **Review inspection reports.** The Building Department should review special-inspection progress and final reports.
4. **Perform final inspection.** The Building Department should perform the final inspection and approval for a project [IBC Sec. 109.3.10] after the final special-inspection report has been reviewed and approved.

**MONTGOMERY COUNTY BUILDING AND CODES  
SPECIAL INSPECTION FORM AND TESTING SCHEDULE**

|  |                          |  |                          |
|--|--------------------------|--|--------------------------|
| <b>ASSIGN AN AGENCY OR SPECIAL INSPECTOR</b>                             |                          | SUBMITTAL DATE:  |                          |
| PROJECT:   |                          | ADDRESS:   |                          |
| <b>1. CONCRETE</b>   |                          | <b>7. STRUCTURAL MASONRY</b> f'm=____, Stresses _____                  |                          |
| <input type="checkbox"/> Continuous placement inspection                 |                          | Verification of f'm: <input type="checkbox"/> Prism Tests              |                          |
| <input type="checkbox"/> Exceptions _____                                |                          | <input type="checkbox"/> Prism test record                             |                          |
| <input type="checkbox"/> _____ Cylinders per _____ CY                    |                          | <input type="checkbox"/> Unit strength                                 |                          |
| <b>AGENCY TO PERFORM</b>   | <b>SPECIAL INSPECTOR</b> | <input type="checkbox"/> Continuous Inspection                         |                          |
|  |                          | <input type="checkbox"/> Periodic Inspection (specify frequency):      |                          |
|  |                          | Test: Before During  |                          |
|  |                          | Prisms <input type="checkbox"/> <input type="checkbox"/>               |                          |
|  |                          | Units <input type="checkbox"/> <input type="checkbox"/>                |                          |
|  |                          | Grout <input type="checkbox"/> <input type="checkbox"/>                |                          |
|  |                          | Mortar <input type="checkbox"/> <input type="checkbox"/>               |                          |
| <b>AGENCY TO PERFORM</b>   | <b>SPECIAL INSPECTOR</b> | <b>AGENCY TO PERFORM</b>   | <b>SPECIAL INSPECTOR</b> |
|  |                          |  |                          |
| <b>2. BOLTS INSTALLED IN CONCRETE</b>                                    |                          | <b>8. REINFORCED GYPSUM CONCRETE</b>                                   |                          |
| <input type="checkbox"/> All Bolts                                       |                          | <input type="checkbox"/> Continuous inspection of mixing and placement |                          |
| <input type="checkbox"/> Location:                                       |                          | <input type="checkbox"/> Periodic inspection (specify frequency)       |                          |
| <b>AGENCY TO PERFORM</b>   | <b>SPECIAL INSPECTOR</b> | <input type="checkbox"/> Strength testing _____                        |                          |
|  |                          | <b>AGENCY TO PERFORM</b>   | <b>SPECIAL INSPECTOR</b> |
|  |                          |  |                          |
| <b>3. SPECIAL MOMENT-RESISTING CONCRETE FRAME</b>                        |                          | <b>9. INSULATING CONCRETE FILL</b>                                     |                          |
| <input type="checkbox"/> As Indicated                                    |                          | <input type="checkbox"/> Periodic inspection (specify frequency)       |                          |
| <input type="checkbox"/> Location:                                       |                          | <input type="checkbox"/> Strength testing _____                        |                          |
| <b>AGENCY TO PERFORM</b>   | <b>SPECIAL INSPECTOR</b> | <b>AGENCY TO PERFORM</b>   | <b>SPECIAL INSPECTOR</b> |
|  |                          |  |                          |
| <b>4. REINFORCING AND PRESTRESSING STEEL</b>                             |                          | <b>10. SPRAY- APPLIED FIRE-RESISTIVE MATERIALS</b>                     |                          |
| <input type="checkbox"/> Placement Inspection                            |                          | <input type="checkbox"/> Periodic inspection (specify frequency)       |                          |
| <input type="checkbox"/> Stressing and grounding of tendons              |                          | <input type="checkbox"/> Testing per IBC 1704.11.5 and ASTM E736       |                          |
| <b>AGENCY TO PERFORM</b>   | <b>SPECIAL INSPECTOR</b> | <b>AGENCY TO PERFORM</b>   | <b>SPECIAL INSPECTOR</b> |
|  |                          |  |                          |
| <b>5. STRUCTURAL WELDING</b>   |                          | <b>11. PILING, DRILLED PIER AND CAISSON</b>                            |                          |
| Periodic Visual Inspection:  |                          | Continuous Periodic  |                          |
| <input type="checkbox"/> Single pass fillet welds < 5/16"                |                          | Pile Driving <input type="checkbox"/> <input type="checkbox"/>         |                          |
| <input type="checkbox"/> Steel deck                                      |                          | Drilling <input type="checkbox"/> <input type="checkbox"/>             |                          |
| <input type="checkbox"/> Welded studs                                    |                          | Testing <input type="checkbox"/> <input type="checkbox"/>              |                          |
| <input type="checkbox"/> Cold formed studs and joists                    |                          | <b>AGENCY TO PERFORM</b>   | <b>SPECIAL INSPECTOR</b> |
| <input type="checkbox"/> Stair and railing systems                       |                          |  |                          |
| <input type="checkbox"/> Reinforcing Steel                               |                          |  |                          |
| Continuous Visual Inspection:  |                          | <b>12. SHOTCRETE</b>   |                          |
| <input type="checkbox"/> All other welding                               |                          | <input type="checkbox"/> Continuous Placement Inspection               |                          |
| <input type="checkbox"/> Reinforcing Steel                               |                          | <input type="checkbox"/> Preconstruction Panel                         |                          |
| <input type="checkbox"/> Other   |                          | <input type="checkbox"/> In-place Cores                                |                          |
| Special Moment-Resisting Frames:   |                          | <b>AGENCY TO PERFORM</b>   | <b>SPECIAL INSPECTOR</b> |
| <input type="checkbox"/> UT all CJP groove welds                         |                          |  |                          |
| <input type="checkbox"/> UT all CJP groove welds > 5/16"                 |                          |  |                          |
| <input type="checkbox"/> UT all PP groove welds in column splices        |                          |  |                          |
| <input type="checkbox"/> UT all PP groove welds in column splices > 3/4" |                          | <b>13. SPECIAL GRADING, EXCAVATION, AND FILLING</b>                    |                          |
| <input type="checkbox"/> UT column flanges at beam flange welds          |                          | <input type="checkbox"/> Periodic Inspection (specify frequency):      |                          |
| <input type="checkbox"/> NDT rate reduction per IBC applies              |                          | <input type="checkbox"/> Subgrade Tests                                |                          |
| <input type="checkbox"/> Other   |                          | <input type="checkbox"/> Compaction Tests                              |                          |
| <b>AGENCY TO PERFORM</b>   | <b>SPECIAL INSPECTOR</b> | <input type="checkbox"/> Very Bearing Strata                           |                          |
|  |                          | <input type="checkbox"/> As Indicated                                  |                          |
| <b>6. HIGH-STRENGTH BOLTING</b>  |                          |  |                          |
| Snug Tight: <input type="checkbox"/> All                                 |                          |  |                          |
| <input type="checkbox"/> As Indicated                                    |                          |  |                          |
| Full Pretension: <input type="checkbox"/> All                            |                          |  |                          |
|  |                          |  |                          |

|  |                   |   |                   |
|--|-------------------|---|-------------------|
| AGENCY TO PERFORM  | SPECIAL INSPECTOR | AGENCY TO PERFORM                                     | SPECIAL INSPECTOR |
|  |                   |   |                   |
| 14. SMOKE CONTROL SYSTEMS  |                   | 15. SPECIAL CASES                                     |                   |
| <input type="checkbox"/> Periodic inspection during ductwork erection<br>(specify frequency) |                   | <input type="checkbox"/> Shear wall/diaphragm nailing |                   |
| <input type="checkbox"/> During System Testing   |                   | Anchorage to Existing Concrete/Masonry                |                   |
| AGENCY TO PERFORM  | SPECIAL INSPECTOR | <input type="checkbox"/> Installation Inspection      |                   |
|  |                   | <input type="checkbox"/> Proof Load Testing           |                   |
|  |                   | <input type="checkbox"/> Shoring                      |                   |
|  |                   | <input type="checkbox"/> Underpinning                 |                   |
|  |                   | AGENCY TO PERFORM                                     | SPECIAL INSPECTOR |
|  |                   |   |                   |
|  |                   |   |                   |

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## ACKNOWLEDGEMENTS

I have read and agree to comply with the terms and conditions of this agreement.

**Owner:**

|       |           |       |
|-------|-----------|-------|
| _____ | _____     | _____ |
| Name  | Signature | Date  |

**Project Engineer/Architect:**

|       |           |       |
|-------|-----------|-------|
| _____ | _____     | _____ |
| Name  | Signature | Date  |

**Soils Engineer:**

|       |           |       |
|-------|-----------|-------|
| _____ | _____     | _____ |
| Name  | Signature | Date  |

**Contractor:**

|       |           |       |
|-------|-----------|-------|
| _____ | _____     | _____ |
| Name  | Signature | Date  |

**Special Inspector or Inspection Agency:** The Special Inspection Agencies or individual Inspector shall submit their qualifications to the Building Department for approval prior to performing special inspections.

- |    |                                 |                |
|----|---------------------------------|----------------|
| 1. | _____                           | _____          |
|    | Type of Inspector and/or Agency | Representative |
| 2. | _____                           | _____          |
|    | Type of Inspector and/or Agency | Representative |
| 3. | _____                           | _____          |
|    | Type of Inspector and/or Agency | Representative |
| 4. | _____                           | _____          |
|    | Type of Inspector and/or Agency | Representative |
| 5. | _____                           | _____          |
|    | Type of Inspector and/or Agency | Representative |

---

### FOR OFFICE USE ONLY

Date Received Stamp

Plans Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Permit No.: \_\_\_\_\_ ☐ Approved ☐ Disapproved ☐ Conditions

- |    |       |
|----|-------|
| 1. | _____ |
| 2. | _____ |
| 3. | _____ |
| 4. | _____ |
| 5. | _____ |

[illegible]