



DEVELOPMENT SERVICES  
700 NORTH GARDEN STREET  
COLUMBIA, TN 38401  
PHONE: (931) 560-1560  
FAX: (931) 560-1541

## NEW RESIDENTIAL CONSTRUCTION CHECKLIST

All documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the codes, relevant laws, ordinances, rules and regulations, as determined by the appropriate code official.

*The checklist must be completed and attached to the completed building permit application with the information required below for the application to be accepted.*

SUBDIVISION	
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LOT NO.	
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- Application
- Copy of Adequate Facilities Tax paid to Maury County, 931-375-3001
- Copy of Contractor's License
- Proof of Worker's Compensation Policy  
*Attn: Codes Division  
City of Columbia  
700 N Garden St  
Columbia, TN 38401*
- Plot plan (2 sets) including the following (to scale with 8 ½" x 11" minimum size)
  - Building setbacks
  - Location of front door
  - Decks, patios, and porches
  - Driveway location, dimension, and setback from property line
  - Easements*Additional information required for critical lots which have a slope greater than 20%*
- Construction plans (2 sets) including the following (*1/8" = 1' scale, 11"x17" minimum size*)
  - Foundation plan
  - Floor plan
  - Wall bracing plan or design
  - Roof layout
  - Deck construction plan
  - Signed and stamped by a registered design professional (if applicable)
- Flood Hazard information

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE