



Wilson County Development Services **Codes & Zoning Department**

Accessory Structure Building Permit Application Checklist

The items listed below are the current requirements that must be satisfied in order to obtain a building permit from the Wilson County Building Inspectors Office. The office only accepts checks, cashier checks, and money orders made payable to 'Wilson County Zoning' as a form of payment, and processes permit applications Monday through Friday from 8:00am until 3:30pm, excluding observed state and federal holidays.

- 1) **Storm Water Permit (615-443-2120)** – Required for all accessory buildings.
- 2) **Copy of Utilities (relevant to the property you will permit):**
 - Septic Permit or Septic Records (931-520-6688) – Required for all accessory structures with septic in them. If no records are available, a septic inspection letter will be required.
 - Step Approval (Dial 811 – 'Call Before You Dig') - Required for all accessories. You will also need to call the Wilson County Water Authority (615-449-2951) for directions on how to submit a plot plan for approval.
- 3) **Address (615-449-7155)** – For properties without a current address.
- 4) **Contractor Information (only needed if contractor is applying for permit)** – Contractor name, copy of State of TN Contractor License, copy of Worker's Compensation Certificate of Liability or Exemption. If you will be serving as your own contractor, there are forms you will fill out in office when applying for your permit.
- 5) **Plot Plan** – Required for all permits, regardless of lot/tract size. This office will need a copy of the plot plan to keep. It must be detailed, legible, and accurate. The plan must show lot dimensions and setbacks for all property lines, and it must contain accurate dimensions and maximum height measurements where applicable. As of October 1, 2018, all new construction on lots/tracts less than 5 acres require either a stamped surveyed plot plan or for property lines and site of construction of any kind to be marked in some way, and the property lines must strung to be easily identified by the inspector.
- 6) **Estimated Cost of Construction** – Required for all permits.
- 7) **Fees:**

Effective March 15, 2021, Accessory Building Permit Fees will be based on the following:

 - All utility permits, signs, porches, decks, patios, greenhouses, carports, accessory structures that are moved onto the site (prefab/prebuilt), and anything which requires a permit and is less than 1,000 square feet will be permitted at \$100.00.
 - Anything which requires a permit that exceeds 1000 square feet in size will be permitted at \$0.10 per square foot.
- 8) **Miscellaneous Items of Mention:**
 - Prior to a permit application being processed, there will be additional forms that must be signed and notarized.
 - i. Owner Affidavit of Understanding & Existing Septic Affidavit (can be signed by homeowner only)
 - The height and exterior material will also be needed for all accessory structures.