

Residential Site Plans

The first step in applying for a permit for a residential addition, renovation, deck, pool, accessory structure, garage, carport or any other is to submit a site plan. The site plan should provide a complete representation of all existing structures on your property (including the ones to be removed, if applicable), as well as any structures you are proposing to build.

Here are some of the items your site plan should include:

- Your lot shape and dimensions
- Location of the following:
 - ★ Streets (and their names)
 - ★ Property lines
 - ★ Existing structures, i.e.
 - House (with “F” showing the location of the front door)
 - any other existing structures such as pools, sheds, etc with their measurements.
- Location and size of the proposed structure(s)
- Measurement from all structures (existing and proposed) to property lines.
*Note, we need distances to **property lines**, not to fences, tree lines etc.*
- Your name
- Address
- Email address & phone number
- Estimated construction cost for the project
- Type and brief description of your construction project (what is being built).

We recommend that you use graph paper to make this drawing, which will assist you in drawing this TO SCALE.

Once the site plan has been drawn, it should be submitted to our office either in person, or by email at: permits@townofsmyrna.org . Please allow 1 - 3 business days for review.

You will be emailed after your site plan has been reviewed, and notified of the next step. You will also be emailed if there is further information needed, or if any corrections are needed.

Other information:

- Cost of most building permits is assessed at \$0.45/square foot.
Example: A storage building that is 12' x 24' = 288 sq. ft. Permit for this storage building would be \$129.60.
- Any electric work will require an additional electrical permit which will be issued through this office. Please indicate on the site plan if you will need an electrical permit in addition to the building permit.
- Approximate location of the property lines for your lot can be found on <https://secured.rutherfordcountyttn.gov/propertydata/RealPropertySearch2.aspx> by entering your address and clicking on the “Pictures” Tab.

If you have any questions, please call 615-355-5704 or email permits@townofsmyrna.org

Town of Smyrna - Proposed Site Plan

Name: John Smith

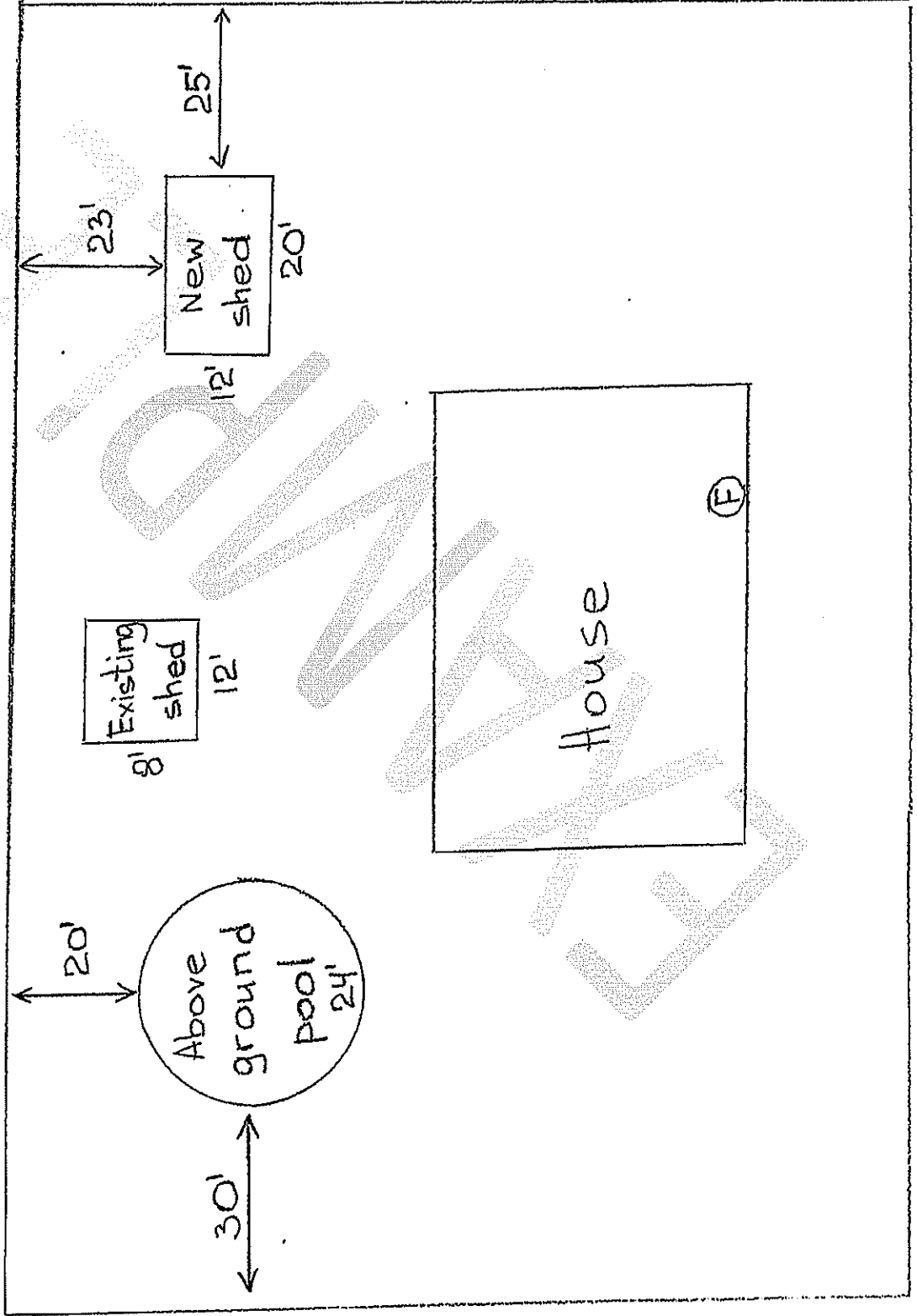
Address: 103 Cedar Ct

Phone#: (615) 123-4567

Email: johnsmith@email.com Estimated Construction Cost: 5,000

Construction Type (circle one): Above ground Pool, In ground Pool, Deck, Covered Deck, Porch, Carport, Garage, Addition, Storage, or Other

Return to: permits@townofsmyrna.org or 315 S Lowry St or Fax 615-355-5781.



103 Cedar Ct

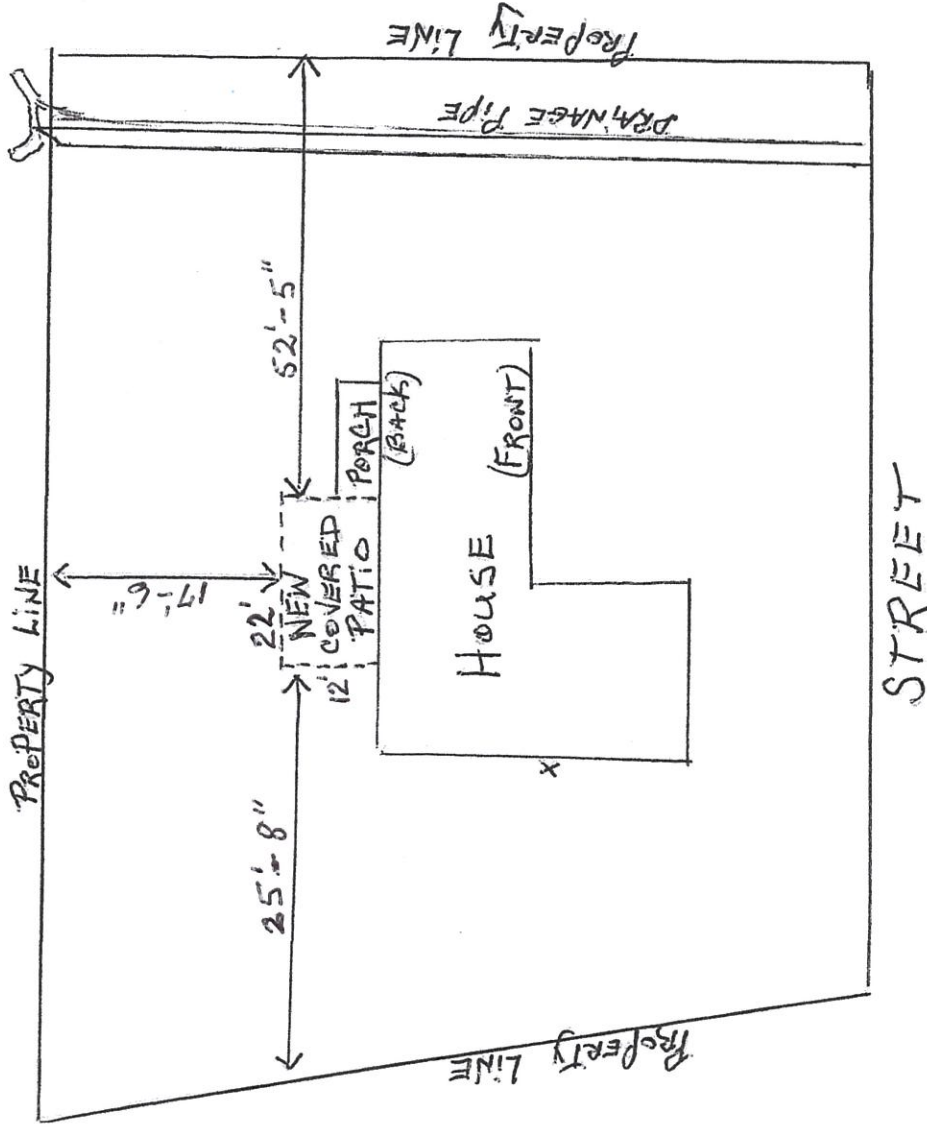
Town of Smyrna - Proposed Site Plan

Name: John Smith Address: 103 Cedar Ct

Phone#: (615) 123-4567 Email: johnsmith@email.com Estimated Construction Cost: \$ 5,000

Construction Type (circle one): Above ground Pool, In ground Pool, Deck (covered □ / uncovered □), Porch, Carport, Garage, Addition, Storage, or Other ○ **Pat**io Cover
Electrical: Yes □ No X

Return completed site plan to: permits@townofsmyrna.org or 315 S Lowry St or Fax 615-355-5781



Town of Smyrna - Proposed Site Plan

Name: _____ Address: _____

Phone#: _____ Email: _____ Estimated Construction Cost: _____

◆ Construction Type (circle one): Above ground Pool, In ground Pool, Deck (covered □ / uncovered □), Porch, Carport, Garage, Addition, Storage, or Other _____

◆ Electrical: Yes □ No □

◆ Return completed site plan to: permits@townofsmyrna.org or 315 S Lowry St or Fax 615-355-5781

Property line info: <https://secure.rutherfordcountyttn.gov/propertydata/RealPropertySearch2.aspx>

