



CITY OF GALLATIN
BUILDING CODES DEPARTMENT

POLICIES AND RULES



BUILDING CODES DEPARTMENT
MISSION STATEMENT

***O**ur primary mission in the Building Department is to assure that all projects that are completed within the City of Gallatin are built correctly through enforcement of the International Building Code to protect the life, health and safety of its citizens in the built environment.*

- ❖ We recognize that proper construction and safety is best promoted by voluntary compliance with building codes and the good faith efforts of responsible contractors.*
- ❖ We are committed to supplying quality services to all citizens through innovation, continuous improvement, and excellence in customer service.*
- ❖ We believe in equitable treatment for all individuals, regardless of circumstances, and work to enforce all building codes in a fair and considerate manner.*

The City of Gallatin has adopted the following policies by resolution.



FIRE SAFETY RULES

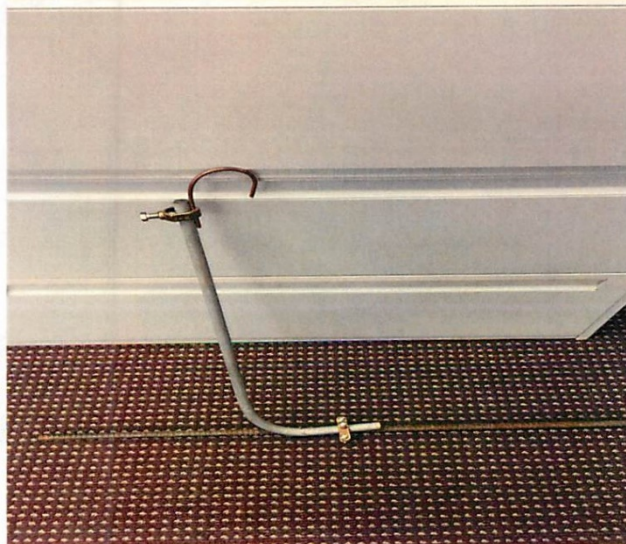
1. **MAINTENANCE OF SYSTEM REQUIRED** – Occupied or unoccupied buildings or portions thereof having a sprinkler system in place, whether or not such system is required by ordinance, shall maintain all the sprinklers and standpipe systems and all component parts in workable condition at all times, and it shall be unlawful for any owner or occupant or agent of either to reduce the effectiveness of the protection those systems provide. This section does not prevent the owner or occupant of a building from temporarily reducing or discontinuing the protection when necessary in order to conduct testing, repairs, alterations or additions to the system, provided that the testing, repairs, alterations or additions are done in such a way to avoid the creation of a safety hazard, and provided the fire department and the building codes department have been notified that the work will be done, informed of the time the system will be shut down and then notified when the system is put back on line. Exceptions: Single family dwellings.
2. **STRIP MALLS** – Every new strip mall (multi-tenant retail building) with 2 or more tenant spaces shall have a sprinkler riser room installed for future sprinkler system requirements, if not installed in the original design of the building.
3. **ELECTRICAL SERVICE DISCONNECTS** – Disconnecting means shall be installed at a readily accessible location either outside of a building or structure or inside nearest the point of entrance of the service conductors. Service conductors shall not extend more than 15 feet of total conductor length inside a building or structure, measured from the point of entrance prior to over-current protection. No service disconnecting means or over-current protective device shall be installed in a bathroom or in a clothes closet.
 - a. **Single Family Units:** Electrical Service Disconnects shall be located at the service entrance. If more than 1 service is provided, they shall be grouped together.
 - b. **Multi-Family Units:** Electrical Service Disconnects shall be located at the service entrance. If there are more than 6 meters in a single gang box, a single means of disconnect must be provided.
 - c. **Commercial Structures:** Provide an external means of Electrical Service Disconnect at the service entrance or an internal means of disconnect located within 8 feet of an external entrance door to the building, or provide direct access to the electrical equipment room.
 - d. If more than 1 external disconnect is provided to a structure, they shall all be clearly marked and approved by the fire code official.



ELECTRICAL RULES

1. Smoke detectors shall be installed on the Master Bedroom circuit.
2. Service Releases shall be mandatory.
 - i) Residential – Service Release is good for 90 days with no extensions.
 - ii) Commercial – Service Release is good for 90 days. After 90 days, must change to Temporary Service. A separate permit is required.
3. Minimum 2½ inches through the roof for overhead services.
4. Location of sub-panels in residential structures shall be listed on a label in the main panel box.
5. A footing ground rod shall be installed for every new single family dwelling with an attached garage. An approved 8-foot long ground rod shall be bent 90 degrees and clamped to the footing re-bar using an approved electrical clamp (pipe bonding type). This needs to be stubbed up inside the garage wall to attach to the ground wire with an approved (acorn type) ground rod clamp. This clamp shall be accessible by a door/panel or open electrical box with a blank cover in the garage wall.

Example:



6. Garage circuits listed in the 2017 NEC 210.10 (c)(4) shall have no permanently affixed motor loads.



STRUCTURAL RULES

1. Pre-Manufactured Trusses - The City of Gallatin requires, per sections 1704.6 and 2304.4 of the International Building Code and sections R502.11 and R802.10 of the International Residential Code, that all manufactured wood trusses and wood structural member “I” joists or floor trusses shall be inspected by the truss manufacturer after installation to ensure proper placement.
 - a. If any wood structural members are damaged, cut or broken, the repairs shall be completed and a letter shall be submitted stating that the repairs and installation comply with the manufacturer’s specifications.
 - b. A letter from the manufacturer stating that all Pre-Manufactured wood structural members, wood trusses, or “I” joists were installed per the manufacturer’s design criteria and specifications is required. This letter shall be submitted to the Codes Department prior to issuing the final Certificate of Occupancy.

MECHANICAL RULES

1. Condensate Drain Pan – The City of Gallatin shall require a secondary drain per section M1411.3 of the International Residential Code in addition to the primary drain.



PLUMBING RULES

1. Shower Pan Inspections – At the discretion of the Building Official, the City of Gallatin Codes department may accept a signed letter from the General Contractor for a project on his company letterhead stating that he has observed that the on-site built shower pan was installed and tested as water tight per section P2708 of the International Residential Code.
2. This letter from the General Contractor shall be submitted to the Codes Department prior to issuing the final Certificate of Occupancy.

SOLAR PANEL PERMITTING RULES

1. Solar panel projects shall be permitted as Commercial Mechanical projects.
2. Project plans shall be reviewed to verify the accuracy of specifications and anchorage.
3. A Plumbing inspection may be required in addition to Mechanical and Building Final inspections, depending on the scope of the project.



COMMERCIAL PLAN REVIEW RULES

1. A permit application must be received prior to or at the time of plan submission.
2. Plans must include a Building Code Summary.
3. Plans must include an Energy Analysis (Commcheck).
4. Plans must be submitted electronically in one .pdf file.
5. Plan reviews will not be started until Plan review fee is paid.
6. Inspection results will be provided to the Design Professional of record.

RESIDENTIAL PLAN REVIEW RULES

1. Building permit applications must be completely filled out, including Owner's/Contractor's name, phone number, address and email (if available).
2. Plans must be submitted electronically in one .pdf file.
3. The following information is required:
 - a. Plot Plan
 - b. Foundation Plan
 - c. Floor Plan
 - d. Exterior Elevations
 - e. Structural and Architectural Details
 - i. Structural floor and roof framing plans.
 - ii. A State of Tennessee Licensed Engineer is required on any structure 5,000 square feet or more, and a Design Professional will be included on all correspondence for the project.
 - f. Mechanical Plan must include Manual J, Manual D and Manual S.
 - g. Electrical Details, including service meter location, main breaker size in amps, and sub-panel location(s).
 - h. Energy Details, including energy compliance documentation (RES check, Energy Star, etc.)