

TOWN OF COLLIERVILLE

Project Site - Preconstruction Information Brochure for Site Plans and Subdivisions

Development Department
500 Poplar View Pkwy
Collierville, TN 38017

Telephone: (901) 457-2300
Fax: (901) 457-2354
Website: www.collierville.tn.gov



Project Name:	Case #:	Date:
---------------	---------	-------

Please read and retain for future reference. This brochure serves to:

- Inform the developer, owner, architect or other design professional, contractor, tenant of the Inspection Processes required by the Town.
- Ensure that the developer, owner, architect or other design professional, contractor and tenant understand the approval process should the need arise to make changes in the field.
- Ensure the project is built in conformance with the Development Agreement and all conditions of approval (BMA, PC, BZA, and DRC / HDC) are agreed to by the Developer and accepted by the Town of Collierville.
- Ensure the completion of the project in compliance with all adopted safety standards of the Town of Collierville.
- Eliminate any misunderstandings or surprises that may result from the Collierville process being different from other jurisdictions.
- Ensure that the owner and contractor have, and are working from, the approved stamped set of construction plans.
- Avoid unnecessary delays and save the contractor and owner from incurring unnecessary expenditures.

Your Development Department Contact Persons:

1. **Building & Codes Division:** _____ **email:** _____

Telephone direct line: _____

2. **Engineering Division:** _____ **email:** _____

Telephone direct line: _____

3. **Planning Division:** _____ **email:** _____

Telephone direct line: _____

Stage of Construction	Which Division to contact?		
	Codes	Engineering	Planning
Before Construction Starts			
Existing Trees – Install protection measures for existing trees to remain on the project site in accordance with the approved plans and Tree Protection Detail TOC-601. (REMINDER – Should existing trees that are part of an approved site plan that are indicated to be saved result in being removed, they must be replaced. Consult the Planning Division for replacement requirements.)		X	X
Water and Sanitary Sewer – Prior to the release of your building permit, the Building and Codes Division will need to receive a copy of your water/sewer connection receipt. Contact Public Services at 457-2800 for fees and payment.	X		
Construction Trailers – You must obtain permits for temporary construction trailers prior to installation. A permit fee of \$35.00 plus a \$7.00 software fee is required. <ul style="list-style-type: none"> The trailer must be placed behind the building setback and in a location that is best screened from the public view. Submit the location of the trailer on a site plan with the permit request. Screening may be required at the discretion of the Planning Division. 	X		X
Port-a-Johns - Must be screened and located behind the building setback with the door facing away from the view of any street.	X		X
Staging Areas – Indicate to staff the location for all temporary storage staging areas regardless of whether construction trailers will be used. These areas must be screened with a temporary opaque wood fence or chain link fence with opaque fence fabric screening. Only Development in Progress signs are allowed to be attached to such fences if temporary permits are obtained from the Planning Division. Screening fabric with signage is not allowed.	X		X
Temporary Signs – You must apply for and obtain a permit and approval from the Planning Division prior to the installation of a Development-In-Progress and /or Construction Sign(s). The sign cannot exceed 32 square feet in face area. Construction signs shall be no taller than six feet and setback from the face of the curb or edge of pavement a minimum of ten (10) feet.			X
Fence Permits – You must apply for and obtain a permit from the Development Department prior to installation or construction of any permanent fencing. Provide with the permit application, an excerpt from the approved plan set showing the style of fence and its proposed location. The Development Agreement does not authorize the installation or construction of fencing.	X		
Reviewed Plans on Job Site - Upon issuance of the Building Permit, the applicant will be provided with a set of construction plans stamped “ Reviewed for Code Compliance. ” Subdivision infrastructure plans will be stamped “ Approved for Construction ” with the date of approval. The stamped set of plans is to be considered the approved construction set and all work on the project is required to be installed in accordance with this set of plans. If there are any conflicts between the construction plans stamped “ Reviewed for Code Compliance ” or “ Approved for Construction ” and any on-site construction plans, the plans package stamped “ Reviewed for Code Compliance ” or “ Approved for Construction ” will govern. Failure to produce the approved construction set of plans on the job site may result in the rejection of the called inspection. An Inspection Sign- Off Card will be provided for nonresidential construction and is required to be posted on the job site to provide the owner, tenants, contractors and Town Staff with the most current status of the building inspection process.	X	X	X

Stage of Construction	Which Division to contact?		
	Codes	Engineering	Planning
FOUNDATION SURVEY AND FINISHED FLOOR ELEVATION CERTIFICATE REQUIRED PRIOR TO FRAMING INSPECTION. Submit to the Building Division –via email to building_codes@collierville.tn.gov . and mail a hard copy to Town of Collierville, Building Division, 500 Poplar View Parkway, Collierville, TN 38017	X		
Field Changes – Any changes in the field must be approved by the Planning Division staff prior to implementing them. Failure to obtain approval could result in a delay of the issuance of your Certificate of Occupancy.			X
During Active Construction			
Follow Stamped Plans – Follow the plans stamped “Reviewed for Code Compliance”. If there is a need to deviate from these plans, for whatever reason, contact the affected Division for direction prior to commencing any deviations. Failure to follow the approved plans could result in delays and/or added expense due to the need to reconcile noncompliant aspects of the project. If any conflicts between the stamped BMA-approved civil package and the construction plans occur, be advised the stamped site plan package governs.	X	X	X
Revisions to “Reviewed for Code Compliance” or “Approved for Construction” Plans - Any changes or revisions to the building permit plans or the BMA-approved civil package must be resubmitted to the Building Division and/or Planning Division for review to determine if the revisions remain in compliance with prior Board or Commission approvals and building code requirements. If the revisions comply with prior approvals, they will be stamped, “Reviewed for Code Compliance” and labeled as “revised” with the date of the approval. Civil plans will be stamped, “Approved for Construction” with a date and department case number. One set of the reviewed and revised plans will be returned to the applicant to be incorporated into the set of BMA-approved civil package plans to be kept on the job site.	X		X
Trades Inspection Process, Inspection Times and Work Schedule - Inspection Hours are: Weekdays from 7:30 am to 3:30 pm The target time for response to calls for inspection is 24 hours Inspections requests are required to be called in at: (901)-457-2310, or through the contractor’s portal on the Town’s Website. The contractor holding the permit is required to be the one to call for the inspections.	X		
Construction Hours - Town Code limits noise producing construction hours to no earlier than 7:00 am and no later than 7:00 pm on weekdays. Saturday from 8:00 am to 4:00 pm. No construction noise on Sunday, without prior approval from the Town of Collierville. Indoor, quiet (non-noise producing) construction has no day or time limitation but must still comply with the Town’s Noise Ordinance.	X		
Job Site Conditions - <ul style="list-style-type: none"> • The address must be posted on job site. • Soil erosion and silt control must be maintained at all times. • An all-weather roadway must be in place and unobstructed during all phases of construction. • No combustible materials shall be brought or stored on the construction site until water is operational to the site. • Debris and trash must be cleaned up and contained at all times. • Portable restrooms or equivalent facilities must be available on the project site. (See related site requirements above under the Construction Trailer section.) 	X	X	
Existing Trees – Maintain tree protection throughout the duration of construction in accordance with the approved plans and Tree Protection Detail TOC-601.		X	X

Stage of Construction	Which Division to contact?		
	Codes	Engineering	Planning
<p>Schedule of Building Inspections –</p> <ul style="list-style-type: none"> • Footings and Foundation Inspection (Footing / Foundation Engineering letter required.) • Framing Inspection * (*See foundation survey requirement above) • Brick Tie Inspection • Special Inspections (Per IBC Chapter 17, prior to the final inspection request.) • Final Inspection <p>Plumbing Inspections</p> <ul style="list-style-type: none"> • Underground Inspection (Rough Plumbing) • Rough-In Inspection (Top Out Plumbing) • Final Inspection (Final Plumbing) <p>Mechanical Inspections</p> <ul style="list-style-type: none"> • Rough-In Inspection (Mechanical Temp.) • Final Inspection (Mechanical Final) <p>Gas Inspections</p> <ul style="list-style-type: none"> • Rough-In Piping Inspection (Rough Gas) • Final Piping Inspection (Temp Gas / Air Test) • Final Inspection (Final Gas) <p>Electrical Inspections</p> <ul style="list-style-type: none"> • Underground Inspection (Rough Electrical) (Ditch) • Rough-In Inspection (Temp. Electrical) (Above Ceiling) • Final Inspection (Final Electrical) <p>Low Voltage Wiring Permits</p> <p>Issuance of a Certificate of Occupancy</p> <ul style="list-style-type: none"> • A Final Inspection Sign-Off Card will be provided and is required to be posted on the job site to provide the owner, tenants, contractors and Town Staff with the most current status of the final building inspection process. 	X		
<p>Building Inspection Division: Re-Inspections - Re-inspections are required when necessary for the inspector to confirm the proper correction of noted code violations. Building, Plumbing, Mechanical, Gas and Electrical re-inspection fees are as follows:</p> <ul style="list-style-type: none"> • 1st Re-inspection- No Charge • 2nd Re-inspection- \$50.00 • 3rd Re-inspection- \$100.00 • 4th Re-inspection- \$150.00 • 5th or more Re-inspection- \$200.00 	X		
Project Completion			
<p>Plan and Schedule Final Inspections - Contact all three Divisions for final inspections.</p> <ul style="list-style-type: none"> • For Building Code and Trade Inspections call 24 hours in advance of your desired inspection date. Call: (901) 457-2310 or through the contractor's portal on the Town's website. • For Engineering inspections call 24 hours in advance of your desired inspection date. Call: (901) 457-2340 or the Engineering Inspector assigned to your project (See front page.) • For Planning inspection call five (5) business days in advance of your desired inspection date. Call: (901) 457-2360. Inspection times are from 8:00 a.m. to 4:00 p.m., preferable on Wednesdays. 	X	X	X

Stage of Construction	Which Division to contact?		
	Codes	Engineering	Planning
<p>Landscaping – New plant material should be installed during the appropriate planting months of October through May to ensure the best chances of survival.</p> <ul style="list-style-type: none"> • Installation of landscaping required for new developments may be postponed during the months of June through September to the appropriate planting season provided that the Town has an active Development Agreement with appropriate surety for the remaining landscaping improvements. • Submit certification of the landscaping by the Landscape Architect upon completion of the site landscaping. The certification (Landscaping Letter of Assurance available here) will note that all landscaping, sod, mulch, and irrigation was installed per the approved landscaping plans prior to the issuance of a Final Certificate of Occupancy for Buildings or reduction in the letter of credit for subdivisions. • “As-built” landscaping plans will be required if there have been deviations from the approved plans (plant substitutions, added/deleted plants, etc.). 			X
<p>Cluster Mailbox Units (CBU’s) – When the U.S. Postal Service requires a cluster mailbox unit, be aware that Collierville has regulations related to their location and appearance. See stamped approved detail for the development and §151.025(D(20) (if needed) for the minimum requirements.</p>			X
<p>Parking Lot Striping - Parking lot striping shall be painted using only the color white, unless specifically waived by the Collierville Fire Department.</p>	X		X
<p>Mechanical Equipment Screening – Pursuant to approved plans, all roof top units, vents, transformers, backflow devices, electric and gas meters, generators, mechanical units, conduit, flashing, roof membrane, stand-alone electric meters, etc. must be screened with DRC or HDC approved landscaping, screening walls, or painted to match the building element they are against.</p>			X
<p>Permanent Signs – You must apply for and obtain a permit and approval from the Planning Division prior to installation of any signs. Inspections will be made after the sign, and it’s landscaping, lighting and screening elements are complete. The Development Agreement alone does not authorize the installation of any sign and its accessory improvements.</p>			X
<p>Exterior Lighting – Submit certification by an electrical engineer, a qualified lighting professional, or a lighting manufacturer upon completion of the site lighting. The certification (Lighting Letter of Assurance available here) will note that all light fixtures, light poles, and the photometrics meet the approved lighting plans prior to the issuance of a Final Certificate of Occupancy for Buildings. “As-built” lighting plans will be required if there have been deviations from the approved plans.</p>			X
<p>Certificate of Occupancy- Final inspection approved for all construction trades (i.e., plumbing, mechanical, electrical and building). Provide a CD of “As-built” construction drawings that include all revisions. Final approvals from other Town Divisions (e.g., Planning, Engineering and Fire) are required before the issuance of the Certificate of Occupancy.</p>	X	X	X

Avoid the following actions that typically cause delays and added expense to the completion stage of projects:

- Changes made in the field that were not approved by staff or the applicable Board/Commission prior to implementation.
- Site elements added to the site or building(s) that were not shown on the approved plans (i.e. ice machines, exterior storage or display of merchandise, shopping cart enclosures, transformers, backflow devices, mechanical units).
- Changes made to the exterior façades of buildings from what was on the approved plans (e.g. building materials, colors, taller HVAC units, roof vents, electric and gas meters).
- Roof vents and utility services to buildings not screened or painted to match the building element they are against.
- “As-built” Landscaping or Lighting Plans not provided if there have been deviations from the approved plans.
- Existing trees, shown for preservation, are damaged or removed. (Replacement will be required.)
- Failure to install plant sizes that comply with the minimum requirements of the Design Guidelines.

- Conditions of approval special to this project that were added to address concerns of the BMA, DRC, PC, BZA, or HDC not addressed.
- Dumpsters taller than the enclosure constructed to screen them.
- Larger HVAC units installed than the units shown on the approved plans and are no longer screened as required.
- For additions to existing buildings or changes to an existing developed site, the site has not been well maintained and is not in compliance with previous approvals.
- Waiting too long to request inspections.

Important tips on reductions to the letters of credit and releases:

- For subdivisions, the developer can ask for a reduction in the letter of credit amount when improvements are completed, which can occur before or after the Final Plat is recorded. Subdivisions (each phase) often only post a maximum of \$100,000 for a letter of credit before the Final Subdivision Plat is recorded. When it is recorded, the letter of credit undergoes a “conversion” to the full amount of any remaining public and private improvements. The Town will ask for cost estimates to use for the new letter of credit amount. A punch list will be provided explaining what work is remaining.
- For nonresidential and multifamily projects, the work must be done before a reduction in the letter of credit amount can occur; however, most reductions occur at the “warranty” stage when the CO is issued. At the issuance of a CO, the warranty period automatically begins. The Town will ask for the cost to use for the new letter of credit amount. The warranty period can be extended if the site is not being maintained. A punch list will be provided explaining what needs to be done for the funds to be released.
- The Planning Division will not reduce security amounts for landscaping and irrigation improvements at all until we have a Letter of Assurance for landscaping on file. If the amount is to be reduced for landscaping or irrigation, the Town will not go below 25% of the original costs of those improvements. Reductions for other improvements (fences, walls, benches, small structures, etc.) can be reduced without a Letter of Assurance.

Planning Division Inspections or Deviations from Approved Plans: Contact the Planning Division at (901) 457-2360 or planning@collierville.gov to request an inspection at least one week prior to the requested inspection. Contractor/owner requests, arising from the inspections, to deviate from the approved plans will be considered on a case-by-case basis. Some requested changes may be outside of the scope of what can be administratively approved by staff and may require approval by the BMA, PC, BZA, and DRC/HDC before work can commence or a certificate of occupancy granted.

Site-Specific Concerns: Codes, Planning, or Engineering may have site-specific concerns that should be addressed during construction. These concerns should be addressed on the plans stamped “**Reviewed for Code Compliance**” but may also be supplemented by separate correspondence to the owner.

Sources for Sign and Fence Permit Applications: The applications referenced above can be obtained at the Development Department or on the Collierville website (collierville.gov). Links to the permit application forms can be found below on the [Applications, Checklists & Forms](#) page on the Town’s website.

FIRE DEPARTMENT CONSTRUCTION SITE REQUIREMENTS

Your Fire Department Contact Number is (901) 457-2494.

Activity	Whom to contact?		
	Fire Marshal	Engineering	Codes
Construction			
<ul style="list-style-type: none"> • Site address shall be posted. • An all weather roadway shall be in place and unobstructed during all phases of construction. • No combustible materials shall be brought or stored on site until water is operational to site. • <u>Failure to adhere to these requirements will result in a stop work order!</u> 	X X X X	X	

Activity	Whom to contact?		
	Fire Marshal	Engineering	Codes
Calling for Inspections			
<ul style="list-style-type: none"> The Fire Marshal's Office conducts inspections weekdays from 7:30 am – 3:30 pm. Fire Inspections requests should be called into (901)457-2494 or email to cfdingspections@collierville.tn.gov. The Fire Marshal's Office is limited in the number of inspectors available daily; therefore you must call at <u>least 24 hours</u> in advance for any inspection. You will be given a specific time frame. Make sure someone is available for the inspector. If no one meets the inspector, he will leave and you will have to request another inspection. 	X X X X		
Underground Water Plans			
<ul style="list-style-type: none"> You should have the signed approved plan from the Town Engineer in your construction plan. All waterlines that are designated public will be inspected and tested by the Engineering Division. There SHALL NOT be any plantings or other material that would interfere with use of a fire hydrant. You shall maintain a minimum 3 feet clear. The Fire Department will inspect all fire protection lines from the point of connection into the building. The Fire Department will inspect private fire hydrants. 	X X X	X X	
Automatic Sprinkler Plans			
<ul style="list-style-type: none"> Plans are to be permitted through the Fire Marshal's Office. Your contractor, providing proof the plans have been reviewed, should maintain a stamped set of plans on site. Fire Department connections SHALL NOT be blocked by any materials, planting, trees, etc. Do not cover any sprinkler system until above-ceiling inspection has been made. If covered, you will be asked to remove the ceiling. A sprinkler installer, familiar with the system, shall be on site for the final inspection in conjunction with the alarm company. 	X X X X X	X	
Fire Alarm Systems			
<ul style="list-style-type: none"> A low voltage permit is required from the Building Codes Division. Plans shall be submitted and a permit obtained from the Fire Marshal's Office for all devices installed. A pre-test certificate is required to be presented to the fire inspector prior to the final inspection. A fire alarm representative that is familiar with the installation of the system shall be on site for final inspection. 	X X X		X

Activity	Whom to contact?		
	Fire Marshal	Engineering	Codes
Mechanical Systems			
<ul style="list-style-type: none"> • Kitchen hood and duct shall be inspected by the Building Codes Division. • Extinguishing systems plans shall be submitted and inspected by the Fire Marshal's Office for permit. • Direct duct smoke detectors connected to the fire alarm system, shall be tested for shut down during the alarm test. • Smoke detectors, not connected to the fire alarm system shall also be inspected in conjunction with the Building Codes Division. • Fire dampers shall be inspected in conjunction with the Building Codes Division, if tied to the fire alarm. 	X		X
	X		
	X		X
	X		X
Elevator Inspections			
<ul style="list-style-type: none"> • Elevators are coordinated and inspected by the State of Tennessee. • The Fire Marshal's Office shall be scheduled at the same time due to the elevator being connected to the fire alarm system and sprinkler system. 	X		
Fire Lanes			
<ul style="list-style-type: none"> • All required fire lanes shall be installed and properly marked by approved signs as specified in the Town Ordinance prior to final inspection. 	X		
Re-Inspections			
<ul style="list-style-type: none"> • Necessary for the inspector to confirm the proper correction noted on previous inspection. • Fees for re-inspection shall be \$50.00 per occurrence and shall be paid at the Fire Department Administration Building (the Fire Marshal's office) prior to final inspection. 	X		
	X		
Final Inspection			
<ul style="list-style-type: none"> • Once all fire protection equipment has been inspected and accepted, you may request a final inspection from the Fire Marshal's Office. • The following items will be inspected at the final: <ul style="list-style-type: none"> ○ Exit lighting ○ Emergency lighting ○ Fire extinguishers ○ All exit doors and devices ○ Corridors ○ Final fire alarm and sprinkler head placement to ensure nothing is blocking a device ○ Fire Hydrants not blocked or too low ○ Sprinkler connections accessible for use ○ Address posted over main entrance ○ Mercantile occupancies will require that all shelving, racking etc., be in place to check proper aisle and exiting 	X		