

## ANNOUNCEMENT

Effective 1 March '17, Williamson County will be collecting an Educational Impact Fee on new residential construction. The Educational Impact Fee and Privilege Tax will be collected at the Williamson County Administrative Complex through the Building Codes Department.

To follow is a brief summary of the procedure that the Educational Impact Fee and Privilege Tax will be assessed, calculated and collected for residential construction within incorporated Williamson County (**Brentwood, Fairview, Franklin, Nolensville, Spring Hill and Thompson's Station**):

- 1) Once an applicant completes application form, it can be faxed, (615.595.1224), e-mailed (PTEIFA@williamson-tn.org), or hand-delivered to the Building Codes Department (County Administrative Complex). Hand-delivered applications can be delivered to Suite 126 (across from County Mayor's office). **Two (2) sets of drawings that include elevations and floor plans** of proposed Single-Family or Multi-Family dwellings to be constructed as well as a **building permit application form from the jurisdiction in question** are required at time of application. These plans need **not** be full-sized plans. Application forms can be downloaded from the County website (www.williamson-tn.gov).
- 2) Once the application is processed and fees calculated, the applicant will be contacted in order to schedule an appointment to present payment(s). Separate checks for the specified amounts (Privilege Tax and Educational Impact Fee) must be submitted for payment, with payment made out to Williamson County Building Codes Department.
- 3) At the time of the scheduled appointment and upon receipt of payment, staff will print the Privilege Tax and Education Impact Fee Certificates. Applicant will sign the certificates; staff will date, sign and notarize the certificates and stamp the plans. Staff then makes two (2) copies of the certificates. Applicant will receive a notarized copy of the certificate(s). In the event that a refund is requested on any particular Privilege Tax and/or Educational Impact Fee certificate, the applicant must submit his/her "Original" certificate along with a written request for refund on company letterhead stating the reason for the refund request.
- 4) Applicant is then authorized to make application for a building permit with the requisite municipality having jurisdiction over the specific location of the property. The applicant shall submit the notarized Certificates along with the stamped plans (elevations and floor plans) to verify that the Privilege Tax and Educational Impact Fee has been paid to Williamson County.

**NOTE: IN THE COMING MONTHS, WILLIAMSON COUNTY WILL BEGIN ACCEPTING ON-LINE APPLICATIONS AND PAYMENTS FOR BOTH THE PRIVILEGE TAX AND EDUCATIONAL IMPACT FEE WITHIN THE INCORPORATED COUNTY (BRENTWOOD, FAIRVIEW, FRANKLIN, NOLENSVILLE, SPRING HILL AND THOMPSON'S STATION)... WATCH FOR FURTHER DETAILS.**

You can direct any questions to Joe Horne, Community Development Director, at 615.790.5725 or to [joeh@williamson-tn.org](mailto:joeh@williamson-tn.org).



Williamson County, Tennessee

## Building Codes

1320 West Main Street - Suite 400  
Franklin, Tennessee 37064  
Voice: 615.790-5718 Fax: 615.595-1224

### PRIVILEGE TAX / EDUCATION IMPACT FEE APPLICATION

DATE: \_\_\_\_\_ FSSD: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_ LOT #: \_\_\_\_\_

**BUILDING SITE ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

THE UNDERSIGNED APPLICANT MAKES OATH THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF HIS/HER KNOWLEDGE, INFORMATION AND BELIEF:

\_\_\_\_\_  
SIGNATURE OF APPLICANT

VERIFIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

#### SQUARE FOOTAGE INFORMATION:

1ST FLOOR \_\_\_\_\_

2ND FLOOR \_\_\_\_\_

BASEMENT \_\_\_\_\_

FUTURE EXPANDABLE AREA \_\_\_\_\_

TOTAL \_\_\_\_\_

#### FOUNDATION:

(PLEASE CHECK ONE)

\_\_\_ CRAWL SPACE \_\_\_ BASEMENT

\_\_\_ PARTIAL BASEMENT \_\_\_ OTHER

\_\_\_ MONOLITHIC SLAB

