

# **METRO DRAWING REQUIREMENTS FOR PERMITS**

Site plans and building plans are required for all new buildings and additions. Only building plans are required for renovations and change of occupancy unless site work is to be done. Also, Use and Occupancy permits **do** require plans.

Submit a PDF file per the instructions below. You will be notified if more drawings are required for a specific project. An application number will be assigned for the permit process.

**Using this application number will expedite all inquiries about your project during the plans review process**

The building plans shall include a cover sheet and additional drawings to cover the extent of the project, such as foundation plan(s), floor plan(s), roof plan(s), framing plan(s), finish plan, door and window schedule, plumbing drawings, mechanical drawings and electrical drawings. Energy compliance certificates shall be provided in the set as per 2018 IECC and [www.energycodes.gov](http://www.energycodes.gov). All plans shall be complete, correctly represent the project (i.e. building properly located on the site plan, no “opposite hand” buildings or framing, etc.) and be drawn to scale.

**If a pre-engineered metal building is used, the following information is required:**

1. A Letter of Certification properly sealed by a licensed Tennessee Engineer or Architect (hereafter called sealed)

**OR**

A complete set of sealed drawings from the metal building manufacturer

**AND**

2. A sealed drawing of the foundation and foundation details

All building plans must be sealed by an architect or engineer that is licensed in the state of Tennessee if **any** of the following apply:

1. The building is 3 stories or more in height
2. The building is 5000 sq. ft. or more in area
3. The project is classified as an educational occupancy (childcare of six or more children for less than 24 hrs. and schools through the 12th grade)
4. The project is classified as an assembly occupancy (50 or more people can congregate in any one room for civic, social, religious, recreation, food and drink consumption or to await transportation)
5. The project is classified as an institutional assembly (nursing home, hospital, detoxification facility, etc.)
6. The building plans have a title block or any information that indicates that either an architect or an engineer prepared them. Only Interior Designers are exempt. A licensed Tennessee land surveyor or engineer must seal all site plans

The seals, signatures and dates shall be as described in Section 0120-2-.08(8) of the “Rules of State Board of Architectural and Engineering Examiners”. **NOTE: Please check your seal for compliance with the above listed rule. If any plans are rejected due to errors that are listed above, your application process will be placed on hold. Please do not expect priority action on your application when corrected drawings are received by the Codes Administration.**

Single family residences do not have to be sealed, except for number 6 (above).

**To check the status of review at any time** - <https://epermits.nashville.gov/#/>

*THE REGISTERED USER IS RESPONSIBLE FOR TRACKING THE REVIEW. Using the link will allow access to department review status, open items, and comments by the review staff. Any questions will need to be directed to the specific department assigned on the permit application.*

After approval by all departments on the application, a permit may be issued to a contractor that is licensed in Tennessee, has a permit bond and a Metro Nashville business license (questions: 615/862-6517). The permit bond is \$10,000.00 for projects up to \$25,000.00 total and \$40,000.00 for projects over \$25,000.00 total.

**Listed below are the typical minimum requirements for each sheet of the plans, depending upon the project:**

**Cover/Code Data** - Building height, building stories, building area, tenant area (sq. ft.), construction type, type of occupancy, codes with editions listed, sprinkler system type and design loads. See additional sheet below indicating information that should appear on the cover sheet, if applicable to the individual project

**Site** - Property lines, building(s) dimensional location to the property lines and adjacent buildings, parking with accessible spaces, utility locations, easements, streets, alleys and driveways

**Life Safety Plan** - showing use for each space with occupant loads based on occupant load factors, exiting paths (with all furnishings / fixtures indicated) with exit occupant load and capacity of the exit door or exit stairway; common path and travel distance; limits and enclosures of smoke partitions, smoke barriers, one/two hour fire resistance rated partitions, and 2/3/4 hour fire resistance rated walls with appropriate wall legends, all spaces to be identified on the plan(s)

**Building** - Dimensioned floor plan(s), drawn to scale, all spaces to be identified on the plan(s), roof plan, doors, windows, plumbing fixtures, shelving and displays, door and window schedules, details of foundations and framing, UL numbers and locations of rated assemblies with appropriate wall legends, elevations, stair details, toilets, etc. Provide dimensional information on plans / interior elevations to indicate compliance with accessibility requirements – **“standard” details are not sufficient**

**Electrical plans** - Locate light fixtures, switches, exit signage, smoke detectors, receptacles and panels. Provide electrical symbols table, which includes GFCI

**Plumbing** - Fixture table, locate water heater, show drains, water lines, gas lines and vents

**Mechanical** - Exhaust fans, bathroom and dryer exhaust ducts, dampers, combustion air ducts and louvers, equipment specifications, duct layout and condensate lines

***If new interior lighting, site lighting, mechanical system, exterior walls and/or roof systems are a part of the project, completed energy reports would typically be required indicating compliance with the 2018 IECC***

**Adopted Code Listing:**

All code books are available from the model code organizations and are available for review at the office of The Metropolitan Clerk. List of code editions adopted by the Metro Government:

- 2018 INTERNATIONAL BUILDING CODE WITH LOCAL AMENDMENTS\*
- 2018 INTERNATIONAL RESIDENTIAL CODE WITH LOCAL AMENDMENTS\*
- 2018 INTERNATIONAL ENERGY CONSERVATION CODE\*
- 2017 ICC/ANSI A-117.1 ACCESSIBLE AND USABLE BUILDINGS AND FACILITIES
- 2018 INTERNATIONAL PLUMBING CODE WITH LOCAL AMENDMENTS\*
- 2018 INTERNATIONAL MECHANICAL CODE WITH LOCAL AMENDMENTS\*
- 2018 INTERNATIONAL FUEL GAS CODE WITH LOCAL AMENDMENTS\*
- 2017 NATIONAL ELECTRICAL CODE WITH LOCAL AMENDMENTS\*
- 2018 LIFE SAFETY CODE (NFPA 101 AND NFPA 1) WITH LOCAL AMENDMENTS
- 1998 METROPOLITAN COMPREHENSIVE ZONING ORDINANCE\*\*

\*See Chapter 16 of Metro Code of Laws for local code amendments

\*\*See Chapter 17 of Metro Code of Laws for zoning text

Metropolitan Nashville building code amendments may currently be found on the internet at:

<https://www.nashville.gov/departments/codes/news/metro-adopts-2018-international-building-codes>

# OCCUPANCY TYPES

Following is a summary of occupancy definitions that may be useful in determining requirements for the project to be permitted – **NOTE: verify all items per the current adopted code criteria before a determination is made for the specific project to be submitted, as many have multiple sub-categories which may be determined by the occupant load and specific use – provide the specific sub-category classification for each occupant type**

- **Assembly Occupancies (A)** (A-1, A-2, A-3, A-4, or A-5) - buildings or structures, or any portion thereof, for the gathering of persons for purposes such as civic, social, or religious functions or for recreation, food or drink consumption, or awaiting transportation, having a capacity of 50 or more persons. **A registered design professional is required to prepare plans and specifications for this type of occupancy regardless of the size of the facility.** Examples include: amusement park buildings; auditoriums; churches, synagogues, mosques; dance halls; motion picture theaters; museums; passenger depots; public assembly halls; and restaurants that have a stage, provide dancing or entertainment features.
- **Business Occupancies (B)** - use of a building or structure, or any portion thereof, for office, professional, or service transactions including normal accessory storage and the keeping of records or accounts. A registered design professional is required to prepare plans and specifications if the building or structure is over two stories in height or is five thousand square feet or more in total gross area. Examples include: office buildings; service stations; bowling alleys; greenhouses; banks; libraries (other than school); restaurants with an occupant load of less than 50; and dry-cleaning establishments using nonflammable solvents.
- **Educational Occupancies (E)** - use of a building or structure, or any portion thereof, for the gathering together of six or more persons for the purpose of instruction through the 12<sup>th</sup> grade. **A registered design professional is required to prepare plans and specifications for this type of occupancy, regardless of the size of the facility.** Examples include: public and private schools; academies; and day care facilities.
- **Factory-Industrial Occupancies (F)** (F-1 or F-2) - use of a building or structure, or any portion thereof, for assembling, disassembling, repairing, fabricating, finishing, manufacturing, packaging or processing operations, but does not include buildings used principally for any purpose involving highly combustible, flammable, or explosive products or materials. A registered design professional is required to prepare plans and specifications if the building or structure is over two stories in height or is five thousand square feet or more in total gross area. Examples include: manufacturing plants; factories; assembly plants; processing plants; distilleries; and mills.
- **Hazardous Occupancies (H)** (H-1, H-2, H-3, H-4, or H-5) - principal use of a building or structure, or any portion thereof, that involves highly combustible materials or flammable materials, or explosive materials that have inherent characteristics that constitute a high fire hazard. A registered design professional is required to prepare plans and specifications if the building or structure is over two stories in height or is five thousand square feet or more in total gross area. Examples include: dry cleaning establishments using flammable solvents; explosive manufacturing; grain elevators; paint or solvent manufacturing; pyroxylin plastic manufacturing; sodium nitrate or ammonium nitrate; and storage of combustible film and tank farms used to store flammable liquids or gases.
- **Institutional Occupancy (I)** (I-1, I-2, I-3, or I-4) - **A registered design professional is required to prepare plans and specifications for this type of occupancy regardless of the size of the facility.** Examples include: hospitals; nursing homes; mental institutions (restrained and unrestrained), nursery facilities, adult day care, child day care, treatment centers, residential board and care; assisted living; jails; detention centers; correctional institutions; reformatories; pre-release centers; and other residential-restrained care facilities.
- **Mercantile Occupancies (M)** - use of a building or structure, or any portion thereof, for the display and sale of merchandise. A registered design professional is required to prepare plans and specifications if the building or structure is over two stories in height or is five thousand square feet or more in total gross area. Examples include: shopping malls; stores; shops; and markets.
- **Residential Occupancy (R)** (R-1, R-2, R-3, or R-4) - use of a building or structure, or any portion thereof, for sleeping accommodations not classified as institutional occupancies. A registered design professional is required to prepare plans and specifications if the building or structure is over two stories in height or is five thousand square feet or more in total gross area. Examples include: multiple dwellings (more than two families); hotels and motels; dormitories; lodging houses; convents and monasteries; and custodial care facilities of more than five but not more than 16 persons.
- **Storage Occupancy (S)** (S-1 or S-2) - principal use of a building or structure, or any portion thereof, for storage that is not classified as hazardous, or for the purpose of sheltering animals. A registered design professional is required to prepare plans and specifications if the building or structure is over two stories in height or is five thousand square feet or more in total gross area. Examples include: aircraft hangars; garages; warehouses; storage buildings; freight depots; and automobile parking structures.
- **Utility Occupancy (U)** - principal use of a building or structure of an accessory character not classified in any specific occupancy. A registered design professional is required to prepare plans and specifications if the building or structure is over two stories in height or is five thousand square feet or more in total gross area. Examples include: agricultural buildings; private garages; carports; barns; stables; communications equipment; sheds; tanks; and towers.

# **COVER/CODE DATA SHEET FOR PLANS SUBMISSIONS**

*(typical information that may be required if relevant to the project)*

**Project name; Project address; Project description (scope of work); Project contact person: (Registered Architect or Professional Engineer in Responsible Charge)**

**Architects/engineers/landscape architects:** List all names and pertinent information for each registrant (architect, engineers, and landscape architect) involved in the project, as these are the contacts we will need if we have questions or need clarifications. Include each engineering discipline represented in the project (civil, electrical, mechanical, plumbing, structural) - provide each name, company name, telephone + area code and email address

## **Typical information required for a project review on the sheet –**

Design Codes/Edition: IBC + NFPA

Type(s) of Construction: IBC + NFPA

Occupancy Group(s): IBC + NFPA

Total Square Footage of the project

Total Square Footage Per Individual Construction Type(s), broken out by occupancy type(s)

Total Square Footage Per Occupancy Type(s)

Total Occupant Load Per Floor: per IBC + (NFPA if project requires both)

Number of Stories (excluding basement unless educational or assembly occupancy)

Height of Building from Grade Plane (indicate calculated grade plane information on drawings)

Building Area for Renovation projects: Per Story, Existing, Proposed, Total

Plumbing Fixture Calculations (show the calculations) – provide per occupancy type (and per floor if multi-story)

Number of Parking Spaces Required, Proposed, Accessible, Van

Fire Protection hourly ratings for all structural components and occupancy separations required by the applicable building code.

Sprinkler System Type (if provided), Standpipe System

## **General Notes: include information if applicable to the project**

Show area increase calculations per IBC Chapter 5.

Identify any exceptions/appeals/equivalencies and authority granting approval.

### **Statement with Regard to Standard of Care**

The design documents submitted to the building official should reveal the complete design intent in all building trades. There should be no areas of incompleteness wherein any building trade or contractor is compelled to make design decisions. Unless the documents meet these criteria, the building official should reject the documents in order to safeguard life, health, and property by requiring that only qualified architects, engineers, and landscape architects may practice architecture, engineering, and landscape architecture.

# How to submit drawings for electronic plans review

1. You must become a Metro ePlanReview member before you submit drawings. In order to become a member, you will need to email me your name and email address: [Ronya.sykes@nashville.gov](mailto:Ronya.sykes@nashville.gov) . Put “requesting ePlanReview access” in the subject line. You will receive a welcome to ePlanReview email with your username and password.
2. You will be given a password. Your password may not be changed.
3. Copy and paste the link below. Here you will find the application - please fill it out and download it to your computer.

[https://www.nashville.gov/Portals/0/SiteContent/Codes/docs/ePermits/eplan\\_review\\_app.pdf](https://www.nashville.gov/Portals/0/SiteContent/Codes/docs/ePermits/eplan_review_app.pdf)

Please name the application form using the project name in the title. Be sure to put the ePlanReview users name in the contact name blank as this will be the person who is notified with the tracking checklist and is responsible for providing the stamped set for the site. Fill out the application form as completely as possible and provide the email address for the architect and contractor.

Zoning will make a permit application and your project **will be assigned a permit application number**. The registered eplan user will then be notified via email and receive a tracking sheet as well as additional instructions on how to track the status of the review of the project.

4. After filling out the application, get your PDF files in order. Please submit your application form and copy of the site plan page separately from your drawing file. **ONLY PDF FILES CAN BE UPLOADED**. If this is not new construction or an addition project, no site plan will be required. For drawing files, purge all “autocadshx text” and combine all sheets into a SINGLE PDF FILE (not a zip file). Remove any security restrictions. Flatten the file. All sheets MUST BE BOOKMARKED. Make sure that the individual pages contain the sheet number and a descriptive name for each sheet that should match your index page on the cover sheet. ARRANGE THE BOOKMARKS TO MATCH THE ORDER OF THE SHEET INDEX AND INCLUDE ALL DISCIPLINES PROVIDED IN THE SET OF DRAWINGS.
  - a. In general, in order to be complete, the documents must depict the following: the overall work required for the building project, including the architectural, landscape, civil, structural, mechanical, and electrical systems. Provide a complete list of building codes used in the design. Provide occupancy type, construction type, total square footage, and square footage by occupancy type. Identify if project has a sprinkler system. Where applicable, compliance with life safety as well as building, fire, and handicapped accessible codes will need to be indicated. ALL drawings must be labeled “for construction” or “construction documents”. Plans will not be accepted electronically without all of this information.
5. When the files are ready to be uploaded, use this link to access the eplan upload login screen - <https://epermits.nashville.gov/thinclient/>
6. When login is complete, place the files into the folder named “File Dropbox”. Upload your application and drawing set separately. **Please name BOTH your application and drawing file with the permit application number and project name in the title of the files. All uploaded file names must be unique and include the application number.**
7. If resubmittals or revisions need to be made, you will need to combine the affected pages into a single pdf and bookmark per the original file submittal process. Name the pdf with the permit number and revision number then upload to the dropbox. All revisions must be clouded and numbered, as well as dated, in the revision box.
8. **To check the status of review at any time** - <https://epermits.nashville.gov/#/>  
THE REGISTERED USER IS RESPONSIBLE FOR TRACKING THE REVIEW. Using the link will allow access to department review status, open items, and comments by the review staff. Any questions will need to be directed to the specific department assigned on the permit application.
9. When all departments have completed their review, you will need to contact permit issuance to arrange payment. The final item on the checklist is “Plans Picked Up By Customer” – this will be checked off after payment is made. Contact information - [Permit.issuance@nashville.gov](mailto:Permit.issuance@nashville.gov) or 615-862-6517.

10. A stamped approved set will be made available to the registered eplan user once payment is made. That user will need to login to their account and go to the site set folder to obtain the **stamped set that is to be kept on-site and available for inspectors at all times.**
11. When the registered user logs in, they will see their projects listed by permit number. Select the project you need to access. You will see four tabs - originals, resubmittal, plan review comment, and site set. Open the "site set" folder and print the set that appears there. If any revisions were made, they will be added to the end of the original submittal of the set in this folder. THE REGISTERED USER IS RESPONSIBLE FOR PROVIDING THE STAMPED SET FOR THE SITE.
12. Any changes to these plans made through addendums, field changes, or change orders only, are to be made available to and brought to the attention of metro inspectors – no resubmittal will be required unless the inspector requests further review due to modifications of the previously reviewed set of documents.