

### **How to submit drawings for electronic plans review**

1. Complete the application form and email to [zoninghelpdesk@nashville.gov](mailto:zoninghelpdesk@nashville.gov). A site plan should be included with this application for all permit types excluding additions, change of use and new construction. Site plans for additions, change of use and new construction should be included in the electronic plans that you will submit after receiving a temporary application number. A zoning examiner will start a permit application and assign a number to the project. On the application form, be sure to put the ePlanReview users name and information in the Contact lines, as this will be the person who is notified with the tracking checklist, and will be the responsible party for providing the stamped set for the site. Fill out the application form as completely as possible.
2. Once you have received the permit number from zoning, prepare and format your drawings to upload for review – only PDF files can be uploaded.

See below for drawing requirements and upload instructions:

- a. You must be a registered eplan user to upload files for review.
  - b. To obtain a user name and password email [Ronya.sykes@nashville.gov](mailto:Ronya.sykes@nashville.gov) and put “requesting eplan access” in the subject line. You will be sent log in info. Once signed in using this link <https://epermits.nashville.gov/thinclient/>
  - c. Upload your drawing file to the dropbox. Your pdf MUST BE NAMED WITH THE ASSIGNED PERMIT NUMBER AND YOU MAY ONLY UPLOAD TO THE DROPBOX. Your file must be a single combined pdf - purge all "autocadshx text" and combine all sheets into a SINGLE PDF FILE (not a zip file). Remove any security restrictions and 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 – verify the bookmarks are active before uploading the file.
  - d. In general, in order to be completed, the documents must depict the following: the overall work required for the building project, including any architectural, landscape, civil, structural, mechanical, plumbing, and electrical systems. Provide a complete list of building codes used in the design. Provide construction type 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 accessibility 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.
3. Once the project has been uploaded, a notification will be sent out to the various departments on the checklist and the contact person listed on the application form will be sent an updated checklist with assigned reviewers.
4. 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 – *be sure and provide a unique name to the file, as our system will not load any file that is named the same as a previously uploaded file*. All revisions must be clouded and numbered, as well as dated in the revision box.

5. To check the status of review at any time - <https://epermits.nashville.gov/#/>
  - a. 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.
6. 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.
7. A stamped approved set will be made available to the registered eplan user once payment is made. That user will need to log into 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. If revisions were required during the review process, those files will also be here, and are to also be downloaded and printed.
  - a. 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.
  - b. Any changes to these plans after the permit has been obtained, made through addendums, field changes, or change orders, 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.