

## 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. Put requesting ePlanReview access in the subject line. You will receive a welcome to ePlanReview email with your username and temporary password
2. You will be given a password.
3. Copy and paste the link below. Here you will find the application please fill it out and download it to your pc.  
<http://www.nashville.gov/Portals/0/SiteContent/Codes/docs/eplan%20review%20app.pdf>. Please label 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.
4. After filling out the application get your PDF files in order. Please submit your application form and copy of the site plan page ONLY separately from your drawing file. All pages need to be combined into a SINGLE PDF file (not a zip file). All sheets MUST be bookmarked. Make sure that the individual pages contain an electronic stamp, the page number and a descriptive name of each sheet that should match your index page on the cover sheet. **PLEASE PLACE YOUR FILES INTO THE FOLDER NAMED NEW FILE DROPBOX.** Use this link to access the eplan upload log in screen.  
<https://epermits.nashville.gov/thinclient/>
5. In general, in order to be completed, the documents must depict the following: the overall work required for the building project, including the architectural, landscape, civil, structural, mechanical, and electrical systems. Also where applicable compliance with life safety as well as building, fire, and handicapped accessible codes. Plans will not be accepted electronically without all of this information.
6. Upload your application and drawing set separately. Please name both your application and drawing file.
7. After your application and your plan set have been reviewed and all reviewers have signed off your plans are ready for payment and you to print. A stamped approved set must be provided by the ePlanReview user to the contractor to keep on-site for inspectors review.
8. You will need to contact the permit issuance department regarding payment and to have your building permit placard printed at 615-862-6517.
9. In ePlanReview under the permit number that was assigned to your project there will be 3 sets of tabs 1.originals 2.resubmital 3.site set. Go to the third tab (permit set) your stamped set can be found here. YOU must print or provide the stamped set to be kept on-site for inspectors. If you should have revisions to

your project those pages MUST be printed from the resubmittal folder and present on the site when the inspectors make their field inspection.

If you should have any questions please contact Ronya Sykes@ [Ronya.sykes@nashville.gov](mailto:Ronya.sykes@nashville.gov) or 615-880-2649