

# Application for Online Plans Submittal

METROPOLITAN GOVERNMENT  
OF  
NASHVILLE AND DAVIDSON COUNTY

DEPARTMENT OF  
CODES AND BUILDING SAFETY



Please fill in the application below and attach electronic files of your plans to submit them for review. The plan files need to be submitted in PDF format. *When submitting plans, please combine all PDF files into one.* Note: This is a protected form and entries can be placed in each field by pressing the "Tab" key to position the cursor to the corresponding field.

Send form to [ePlanReview@nashville.gov](mailto:ePlanReview@nashville.gov)

Name of Project	
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Address of Project	
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Map and Parcel Number	
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Registered Eplan User Name	
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Contact Address	
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Contact City, State, ZIP	
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Contact Phone Number	
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Contact Email Address	
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Architect/Engineer Name	
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A/E Phone Number	
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Contractor Name	
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Contractor Phone Number	
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Contract Value or Construction Cost (if known)	
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Scope of Work	
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**ePlanReview is the electronic plan submittal and review product provided by the Metropolitan Government of Nashville and Davidson County.**

Department of Codes and Building Safety  
Metro Office Building  
800 2nd Avenue South, 3rd Floor  
Nashville, Tennessee 37210

For additional information or assistance please contact:

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(615) 862-6520

## How To Submit Drawings For Electronic Plans Review

1. Go to [www.nashville.gov](http://www.nashville.gov) on the far left hand side you will see three boxes titled LIVE, WORK and PLAY. Under the work box (in the middle) click on *Development Services*. Under the *Departments* box click on CODES. When this tab is clicked you will get a list of available service online through the Codes Department. Click on the ePlanReview application link. This will take you directly to the application please fill it out and saved to your desktop.

2. After filling out the application, get your PDF files in order. Make sure that the individual pages contain an electronic stamp, the page number and a descriptive name of each sheet should match your index page on the cover sheet.

3. 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.**

4. Attach your application and your drawing set to an email and send them to [ePlanReview@nashville.gov](mailto:ePlanReview@nashville.gov) (email submissions should not exceed 45 MB, contact us if this is an issue for options)

5. After your plan set has been reviewed and all reviewers have signed off your plans will be ready for you to print.

6. If you have your notifications set properly you will be able to see that everyone has completed their review.

7. You will need to contact the Permit Issuance Department at (615) 862-6517 to pay for your permit and have your building permit placard printed.

8. In ePlanReview under the permit number that was assigned to your set of plans there will be 3

tabs: Originals, Resubmitals, Permit Set

Go into the third tab (Permit Set). Your stamped set of plans can be found there. You must print this stamped set and keep them on the job site in case the inspector needs to see them.