

# How to submit drawings for electronic plans review

1. You must become a buzz saw member before you submit drawings. In order to become a member you will need to email me your name and email address. Put requesting buzz saw access in the subject line. You will receive a welcome to buzz saw email with the link to enable you to download the software needed to view and track your project as it goes through the review process.
2. You select your password. The password must contain at least 8 characters with one capital letter and one number. Please check the remember my password box at the bottom of the page so you don't have to enter it each time you access buzz saw.
3. Go to internet and enter this link into the search bar it will direct you to our link <http://www.nashville.gov/Codes-Administration/Construction-and-Permits/Electronic-Plans-Review.aspx>. Here you will find the application please fill it out and download it to your pc then email it to me. Be sure to put the buzz saw users name in the contact name blank as this will be the person who is notified about the review of the project.
4. After filling out the application get your DWF files in order. All files need to be combined into a SINGLE dwf file ( not a zip file). 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.
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. Attach your application and your drawing set and email them to the address at the top of the application buzz saw. If your plans size is over 20MB please notify me as you will need access to the large file drop box.
7. After your application and your plan set have been reviewed and all reviewers have signed off in KIVA your plans are ready for payment and you to print. A stamped approved set must be provided by the buzz saw user to the contractor to keep on-site for inspectors review.
8. If you have notifications set properly you will be notified by email anytime a change is made by any department to your project. To set notification right click on the folder and open the new notifications tab. You should see a box allowing you to select how you are to be notified either immediately as comments are made or once daily.
9. You will need to contact the permit issuance department regarding payment and to have your building permit placard printed at 615-862-6517.
10. In buzz saw under the permit number that was assigned to your project there will be 3 sets of tabs 1.originals 2.resubmital 3.permit set. Go to the third tab (permit set) your stamped set can be found here. You must print the stamped set to be kept on-site for inspectors.

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