

# ePlans



## **Electronic Plans User Manual** ***Applicant***

**Updated 07/20/2025**

# Electronic Plans User Manual – Applicant

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# Electronic Plans User Manual – Applicant

## Introduction

The Electronic Plans (ePlans) system is Metro's commercial building plans submittal, review, and communications portal for use by applicants, reviewers, and administrators. Once an applicant such as a contractor or architect completes an application via Metro's Cityworks/ePermits system, he or she may then upload the properly formatted and named engineering and/or architectural drawings for review by Metro personnel. The ePlans system provides a streamlined method for the applicant to upload the plans, monitor the progress of the plans throughout the review process, communicate with Metro personnel, and obtain the final stamped plans once the reviews are completed successfully and the permit paid and issued. The system was created by GeoCivix and is named ePlans.

This user manual is intended for those users who will submit applications and upload plans including engineering and/or architectural drawings detailing the work for a commercial building permit. These users will also be able to monitor the project and receive notifications throughout the process.

## Submitting a Project

The person applying for a permit will complete the steps in ePermits/Cityworks as he or she does now. The Zoning Division of Metro Codes will continue the application steps including completing the necessary tasks within ePermits/Cityworks to trigger the ePlans processes. An e-mail from Metro Nashville Electronic Plans Reviews will be sent to the e-mail address entered by the applicant confirming the submission.



Thank you for submitting your permit application through Metro Nashville's online portal. Your application has been received, and a corresponding project has been created in our plan review platform, GeoCivix.

**Project Title:** JS 20250707 TEST 1

**Important Note:** The applicant who submitted the permit application is responsible for making sure the needed, properly formatted documentation is uploaded for the project via the steps listed below. If another user is uploading the documents, please invite them to the project session in GeoCivix.

Please follow the steps below to upload your project documents:

1. **Register to GeoCivix:** If you haven't already, please [Register to GeoCivix](#). Registration is quick and will grant you access to manage your permit application process.
2. **Begin Your Submission:** Click the link provided below to access your project in GeoCivix.

[JS 20250707 TEST 1](#)

This link will guide you through the steps to upload your documents and confirm your submittal package. Please ensure all required documents are included to avoid delays.

3. **Complete Your Submission:** Once you've uploaded and confirmed your documents, your project will automatically be sent back to Metro Nashville for their review.

If you have any questions or need assistance during this process, please notify an [ePlans Department Contact](#).

This e-mail and any files transmitted with it may be confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the intended recipient or the person responsible for delivering the e-mail to the intended recipient, be advised that you have received this communication in error. If you have received this communication in error, please notify the sender immediately.

Metropolitan Government of Nashville and Davidson County  
700 President Ronald Reagan Way  
P.O. Box 196300  
Nashville, TN 37219-6300

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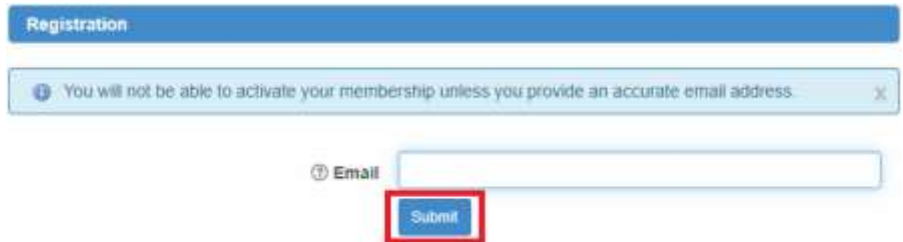
## Registering for ePlans

When first accessing ePlans, the applicant must register for an account. The applicant may click the link within the application submittal confirmation e-mail or go to the appropriate link for the system. The ePlans production system is accessible via <https://eplans.nashville.gov/> and should work properly on most internet browsers.

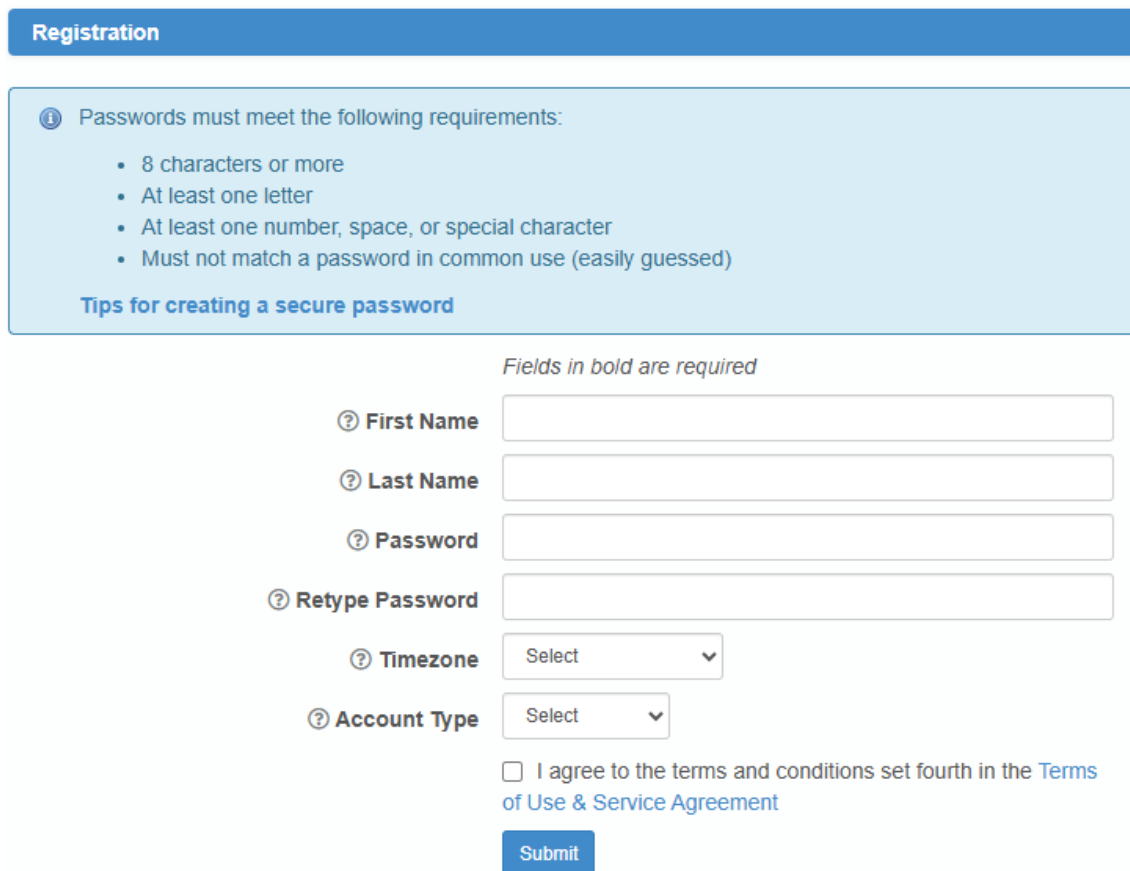
When the browser window opens, click Register in the upper right corner. →



Enter a valid e-mail address and click Submit. It is recommended to use the same e-mail address as used for the application submittal. →



The registration window will open. Complete the fields with accurate information including entering a password with at least eight characters, at least one letter, at least one number, space, or special character, and is not an easily guessed password.



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For the account type field, select either homeowner or company. For each account type, additional fields will appear. If 'company' is selected and the e-mail address used has the company domain, an option will appear to select that company. Domains such as Yahoo or Gmail will not have a company listed.

The fields with **bold** labels are required.

<u>Company</u>	<u>Homeowner</u>
<b>First Name</b> <input type="text" value="John"/>	<b>First Name</b> <input type="text" value="John"/>
<b>Last Name</b> <input type="text" value="Stone"/>	<b>Last Name</b> <input type="text" value="Stone"/>
<b>Password</b> <input type="password" value="*****"/>	<b>Password</b> <input type="password" value="*****"/>
<b>Retype Password</b> <input type="password" value="*****"/>	<b>Retype Password</b> <input type="password" value="*****"/>
<b>Timezone</b> <input type="text" value="US/Central"/>	<b>Timezone</b> <input type="text" value="US/Central"/>
<b>Account Type</b> <input type="text" value="Company"/>	<b>Account Type</b> <input type="text" value="Homeowner"/>
<b>Company Name</b> <input type="text"/>	<b>Address</b> <input type="text"/>
<b>Company Address</b> <input type="text"/>	<b>Suite or Unit No</b> <input type="text"/>
<b>Suite or Unit No</b> <input type="text"/>	<b>City</b> <input type="text"/>
<b>City</b> <input type="text"/>	<b>State</b> <input type="text" value="Select"/>
<b>State</b> <input type="text" value="Select"/>	<b>Zip</b> <input type="text"/>
<b>Zip</b> <input type="text"/>	<b>Phone</b> <input type="text"/>
<b>Company Phone</b> <input type="text"/>	<input checked="" type="checkbox"/> I agree to the terms and conditions set fourth in the <a href="#">Terms of Use &amp; Service Agreement</a>
<b>Company Website</b> <input type="text" value="http://"/>	<input type="button" value="Submit"/>
<input checked="" type="checkbox"/> I agree to the terms and conditions set fourth in the <a href="#">Terms of Use &amp; Service Agreement</a>	
<input type="button" value="Submit"/>	

Once the appropriate fields are completed, the terms and conditions reviewed, the checkbox checked, and submit clicked, a confirmation message will appear stating an e-mail has been sent to the address entered. If the e-mail is not received within a few minutes, click 'I have not received my activation email' to resend it.

### Registration - Account Activation

## Check Your Email

An email has been sent to 'metro.user@nashville.gov' so that you may activate your account.

Please allow a minute or two for delivery. **Be sure to check any spam or junk email folders.**



[I have not received my activation email](#)

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Check the entered e-mail account for an e-mail from Metro Nashville Electronic Plans Reviews. Click the link in the e-mail to activate the account.



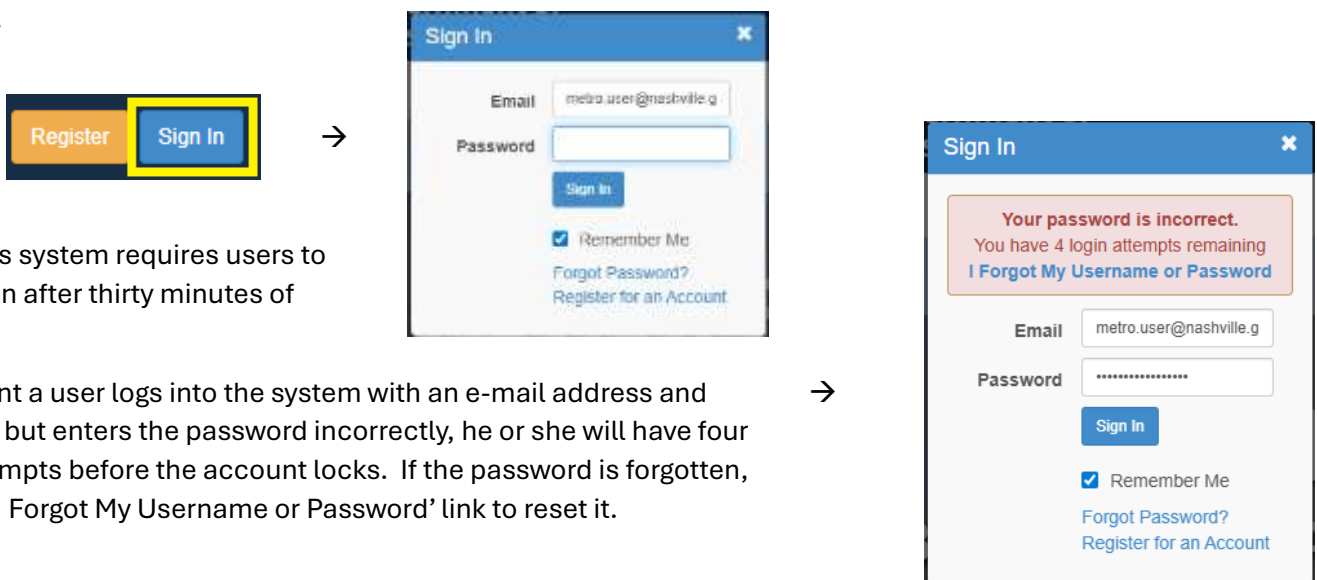
A new browser window will open to the subscriber log in page.

This is a screenshot of the "Subscriber Log In" page. It features a blue header with the text "Registration Complete. Please log in to continue." Below this is a blue bar with the text "Subscriber Log In". The main area contains two input fields: "Email" with the value "metro.user@nashville.gov" and "Password" which is empty. There is a "Sign In" button below the password field.

### Logging In

Once on the login page which is also accessible via <https://eplans.nashville.gov/>, enter the registered e-mail address, if not populated, and the password created for it. Users may also create an internet shortcut within their favorite browsers using the link above.

If accessing ePlans directly via <https://eplans.nashville.gov/>, click Sign In in the upper right corner for the login box to appear.

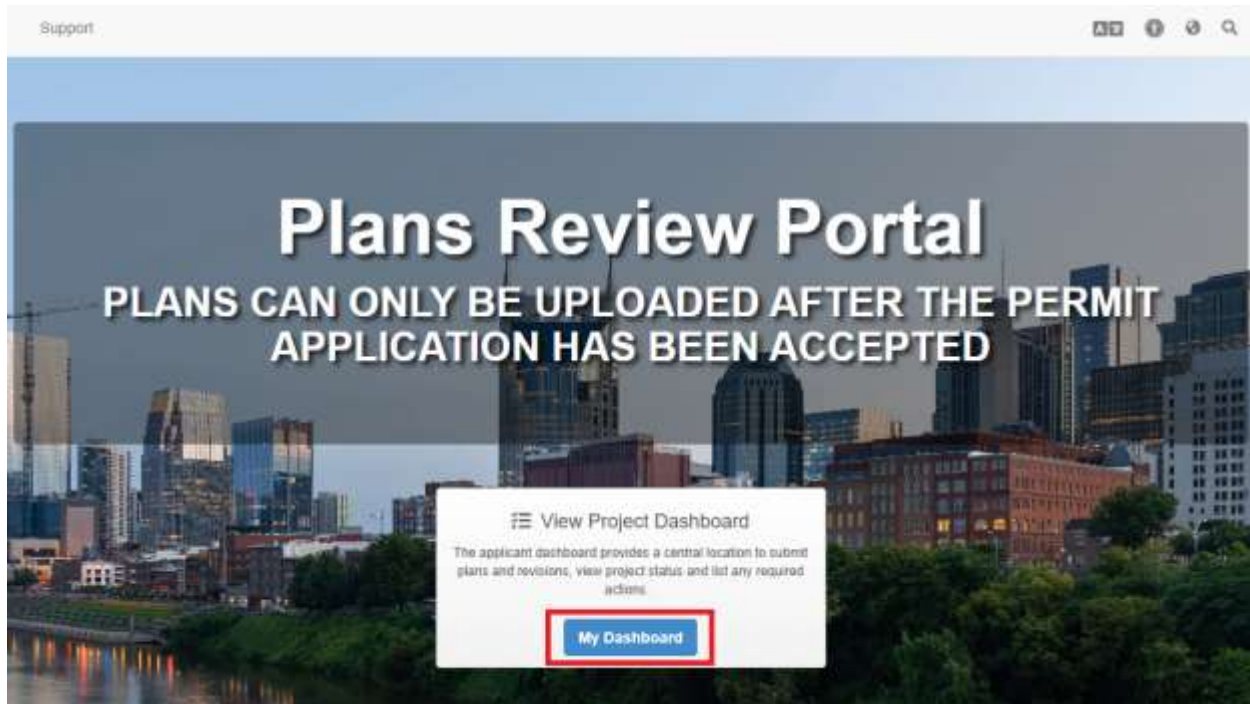




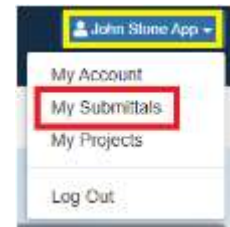
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### Viewing My Submittals







After logging into the system, the Plans Review Portal splashscreen will appear. The applicant may click My Dashboard in the middle of the screen to access the list of submittals.



The list of submittals may also be accessed by clicking the logged in user's name in the upper right corner of the window and selecting My Submittals.



The list of projects will open to the Plan Review Submittals tab.

Account Activity										
Plan Review Submittals Projects I'm Tracking Project Statistics										
Submittals that appear with  require action on your part to proceed. Submittals that appear with  have been approved.										
Show Results for All Sites										
Columns	Project Title	Jurisdiction	Application	Action	Stage	Submitted	Due	Approved	Modified	
	 JS 20250707 TEST 1	Nashville Metro	Electronic Review	 Resume Application Submittal	Initial Submittal	07/07/25			07/07/25	
	 JS 20250708 TEST 1	Nashville Metro	Electronic Review	 Resume Application Submittal	Initial Submittal	07/08/25			07/08/25	
	JS 20250501 TEST 2	Nashville Metro	Electronic Review		Review Complete	05/01/25		05/01/25	05/01/25	
	JE 20250505 TEST 2	Nashville Metro	Electronic Review		Review Complete	05/05/25		05/05/25	05/05/25	
	JR 20250505 TEST 2	Nashville Metro	Electronic Review		Review Complete	05/05/25		05/05/25	05/05/25	

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## Navigating Account Activity

The Account Activity page has several tools for navigation. There are up/down and left/right scroll bars for showing the list of projects. If more than one hundred projects are listed, there are also page navigation options.



Clicking the column header will change the sort toggling descending / ascending with each click. For instance, clicking the Project Title header will sort ascending. Clicking it again will sort descending.

Before:

Project Title	Jurisdiction	Application
JE 20250505 TEST 1	Nashville Metro	Electronic Review
JE 20250505 TEST 2	Nashville Metro	Electronic Review
JE 20250505 TEST 2	Nashville Metro	Electronic Review
JE 20250505 TEST 3	Nashville Metro	Electronic Review
JE 20250505	Nashville Metro	Electronic

After:

Project Title	Jurisdiction	Application
T2025039438 JS 1 LSI 1	Nashville Metro	Electronic Review
T2025000960 TEST PROJECT FOR DEMO	Nashville Metro	Electronic Review
T2025000752 WANDY STADIUM RLC RLS I	Nashville Metro	Electronic Review
T2025000565	Nashville Metro	Electronic

Clicking and holding a column header allows for moving it elsewhere in the order. For instance, clicking and holding the App Type column header and then dragging it to the right end of the grid will move it there.

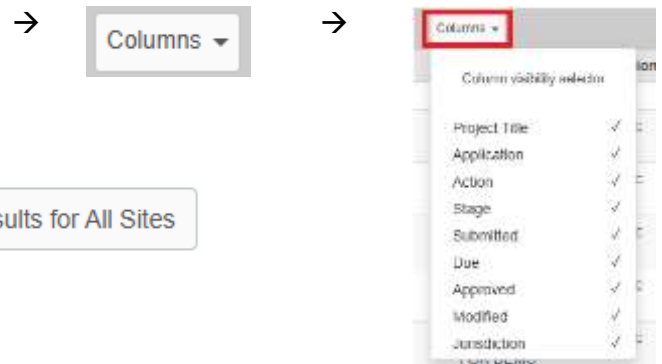
Before

Project Title	Jurisdiction	Application	Action	Stage	Submitted	Due	Approved	Modified
---------------	--------------	-------------	--------	-------	-----------	-----	----------	----------

After

Project Title	Application	Action	Stage	Submitted	Due	Approved	Modified	Jurisdiction
---------------	-------------	--------	-------	-----------	-----	----------	----------	--------------

To show or hide columns, click the Columns button to show the flyout menu.



If the applicant has access to ePlans for other entities using the same account, he or she can click Show Results for All Sites to see all submittals.



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## Complete Project Submittal

### Continuing the Submittal



There are two methods to access the project submittal page. First, on the Account Activity page, click ‘Resume Application Submittal’ on the row of the desired project to continue the application process.

Account Activity


Plan Review Submittals

Projects I'm Tracking









Project Statistics

Submittals that appear with  require action on your part to proceed. Submittals that appear with  have been approved.

Show Results for All Sites

Columns 

Search:

	Project Title	Jurisdiction	Application	Action	Stage	Submitted	Due	Approved	Modified
	JS 20250708 TEST 1	Nashville Metro	Electronic Review	 Resume Application Submittal	Initial Submittal	07/08/25			07/08/25
	JS 20250707 TEST 1	Nashville Metro	Electronic Review	 Resume Application Submittal	Initial Submittal	07/07/25			07/07/25
	JS 20250703 TEST 1	Nashville Metro	Electronic Review	 Resume Application Submittal	Initial Submittal	07/03/25			07/03/25
	JS 20250703 TEST 2	Nashville Metro	Electronic Review	 Resume Application Submittal	Initial Submittal	07/03/25			07/03/25
	JS 20250703 TEST 3	Nashville Metro	Electronic Review		Initial Submittal	07/03/25			07/06/25

Second, click the project title within the notification e-mail received initially. If it is not open yet, log into ePlans to continue the application process.



Thank you for submitting your permit application through Metro Nashville's online portal. Your application has been received, and a corresponding project has been created in our plan review platform, GeoCivix.

Project Title: JS 20250707 TEST 1

**Important Note:** The applicant who submitted the permit application is responsible for making sure the needed, properly formatted documentation is uploaded for the project via the steps listed below. If another user is uploading the documents, please invite them to the project session in GeoCivix.

Please follow the steps below to upload your project documents:

1. **Register to GeoCivix:** If you haven't already, please [Register to GeoCivix](#). Registration is quick and will grant you access to manage your permit application process.
2. **Begin Your Submission:** Click the link provided below to access your project in GeoCivix.

[JS 20250707 TEST 1](#)

This link will guide you through the steps to upload your documents and confirm your submittal package. Please ensure all required documents are included to avoid delays.

3. **Complete Your Submission:** Once you've uploaded and confirmed your documents, your project will automatically be sent back to Metro Nashville for their review.

If you have any questions or need assistance during this process, please notify an [ePlans Department Contact](#).

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## Project Disclaimer

The ePlans system will present the Plan Review Submittal page starting with the Confirm Your Application page. Review the data, check the disclaimer checkbox, and click Confirm.

Plan Review Submittal

Application Upload Files Confirm and Submit

Confirm Your Application [Print](#)



## Metropolitan Government of Nashville & Davidson County

Project Overview		#1509866
<b>Project Title:</b> JS 20250707 TEST 1	<b>Jurisdiction:</b> Nashville Metro	
<b>Application Type:</b> Electronic Review	<b>State:</b> TN	
<b>Workflow:</b> Express Workflow	<b>County:</b> Davidson	

☐ I, acting as agent for the owner/developer/organization, hereby submit the above application for review. I understand that failure to address any item listed above shall result in the application not meeting the minimum submission requirements and said application shall be returned to me for revision and resubmission prior to review.

[Confirm](#)

## Documentation Upload

The next step in the process is to upload the properly formatted PDF documents. If PDF files have already been uploaded including via ePermits/Cityworks, they will appear here.

Plan Review Submittal

✓

Application

○

Upload Files

○

Confirm and Submit

Document Upload

Uploaded files are listed below. Use the buttons below to add or remove files, invite a consultant, or confirm your submission by clicking "Save and Continue."

JS 20250707 TEST 1 - Application Submittal 001		
<input type="checkbox"/>	Documents Uploaded	Uploaded On
<input type="checkbox"/>	10404000100-TEST01.pdf	7/7/25 3:29 PM

Upload files

Delete selected

Save and continue later

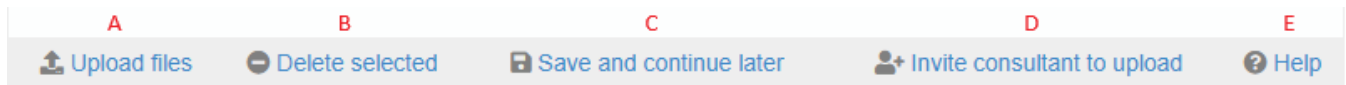
Invite consultant to upload

Help

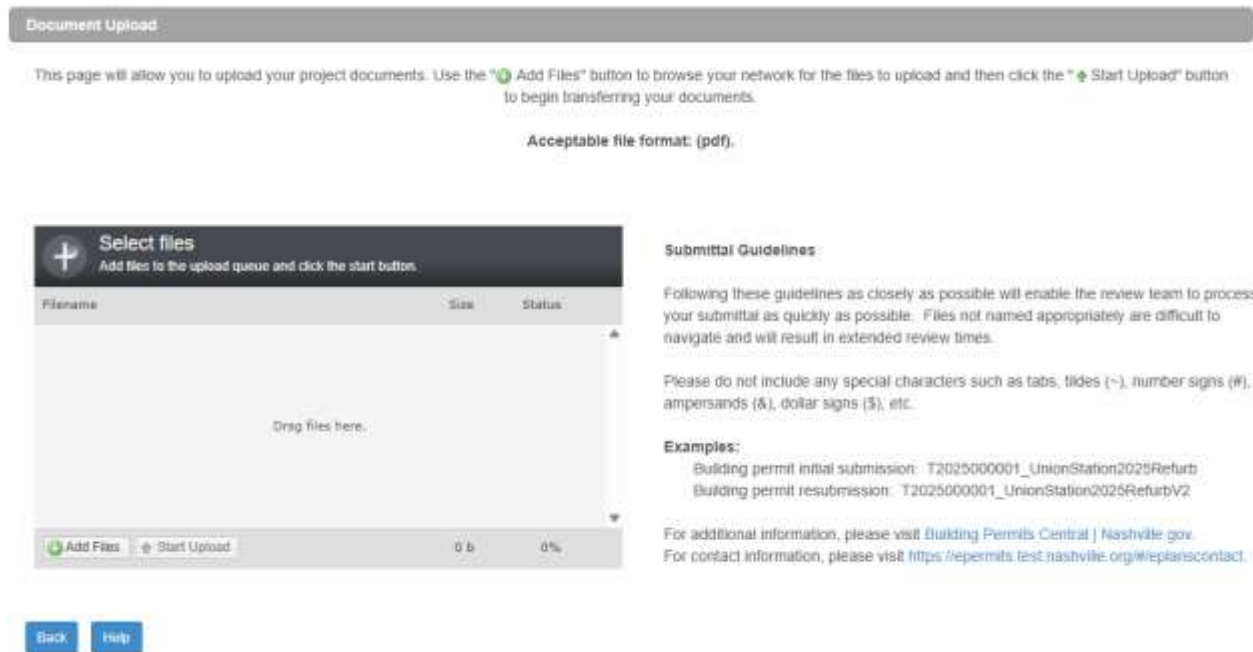
Save and Continue

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Options on the Document Upload page include clicking:



- A. Upload files – The window will refresh showing the ‘Select files’ box for dragging and dropping PDF file(s) or clicking Add Files to select the PDF file(s). For the initial submission, the plans must be a single PDF file, properly named, contain all the needed pages, in the proper order, and be properly bookmarked. Note: Filenames cannot be changed by the applicant once uploaded.



Once the PDF files are selected, they will appear in the ‘Select files’ box. If the browser’s back button is clicked before clicking Start Upload, any files shown in the box will disappear.

Click ‘Start Upload’ and the files will be uploaded into ePlans. Once uploaded, the files will appear on the Document Upload page.



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- B. Delete Selected – For any uploaded files, the checkbox at the left end of the row may be clicked and deleted. If any files are deleted, they must be uploaded again as they will not be recoverable via ePlans.



- C. Save and continue later – Click this option to return to ePlans another time to continue the submittal.

- D. Invite consultant to upload – If another user needs access to the project, the applicant may invite him or her via an e-mail from ePlans.



**The applicant who submitted the permit application is responsible for making sure the needed, properly formatted documentation is uploaded for the project as well as communicating with any invited consultants as the ePlans system will only send automated messages to the applicant.**

A pop-up box will open for adding e-mail address(es) for other user(s) to be able to access the project. The e-mail may be customized but make sure to leave any items in arrow brackets (< >) as is so the values will automatically populate. When it is finished, click Send.

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The e-mail will look like the graphic below.



E. Help – Opens a pop-up box with additional information on the Document Upload items.

Once documentation is uploaded and any other changes are complete, click Save and Continue. Note: If no files are uploaded, the project will be rejected.

→ **Save and Continue**

### Submittal Confirmation

Once the properly formatted plans have been uploaded, the Confirm and Submit page will open. If not ready to confirm, click the browser's back button to return to the previous page. If ready to confirm the project, click the Confirm and Submit for Review button.

**Confirm and Submit for Review**

A pop-up box will appear to confirm the submittal. When ready, click Confirm. If cancel is clicked, it will clear the message and remain on the confirmation page.

→



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After Confirm is clicked, a final confirmation page will appear. The applicant can either return to the submittal overview or view the project just submitted.

**Plan Review Submittal**

✓

✓

✓

ApplicationUpload FilesConfirm and Submit

**Submittal Confirmation**

✓ Your project has been submitted successfully. X

Thank you for submitting your project.

✓ Your project is now under review.

✓ A confirmation email has been sent to you for your records.

[Return to the Submittal Overview](#)[View the Project](#)

The applicant will receive a confirmation e-mail which includes a link to the project.

MR

Metro Nashville Electronic Plans Reviews  
To: me · Tue, Jul 8 at 3:55 PM ▾



**Metropolitan Government of  
Nashville & Davidson County**

Website: [Building Permits Central | Nashville.gov](#)  
Contact: [Electronic Permits](#)

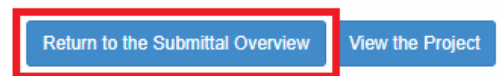
Hello John Stone App,  
Thank you for submitting your project to Nashville Metro.  
**Project:** JS 20250707 TEST 1  
**Application Type:** Electronic Review  
**Workflow:** Express Workflow  
**CW Application No:** T2025000794  
You can check the status of your submittal at any time by logging into the website and clicking [Plan Review > Submittals](#) in the navigation menu.  
This e-mail and any files transmitted with it may be confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the intended recipient or the person responsible for delivering the e-mail to the intended recipient, be advised that you have received this communication in error. If you have received this communication in error, please notify the sender immediately.



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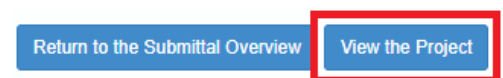
## Viewing a Project

From the submittal confirmation screen, the ‘Return to the Submittal Overview’ button opens the Account Activity page. Click the [blue](#) project title to open the desired project.



Columns ▾	Search: <input type="text"/>						
Project Title	Jurisdiction	Application	Action	Stage	Submitted	Due	Ap
JS 20250708 TEST 1	Nashville Metro	Electronic Review	Resume Application Submittal	Initial Submittal	07/08/25		
<b>JS 20250707 TEST 1</b>	Nashville Metro	Electronic Review		Initial Submittal	07/07/25		
JS 20250703 TEST 1	Nashville Metro	Electronic Review	Resume Application Submittal	Initial Submittal	07/03/25		
JS 20250703 TEST 2	Nashville Metro	Electronic Review	Resume Application Submittal	Initial Submittal	07/03/25		

From the submittal confirmation screen, the ‘View the Project’ button opens the project page directly.



The project page.

### JS 20250707 TEST 1

**Type:** Electronic Review  
**Workflow:** Express Workflow  
**Jurisdiction:** Nashville Metro

**Description:**  
Project Scope Test Description

**CW Application No:** T2025000794

**Stage:** Initial Submittal

**Project Number:** 1509866  
**Posted:** 7/7/25 3:29 PM  
**Applicant:** John Stone App

2415 VANDERBILT PL (10404000100)

This project is currently under review.

#### Documents

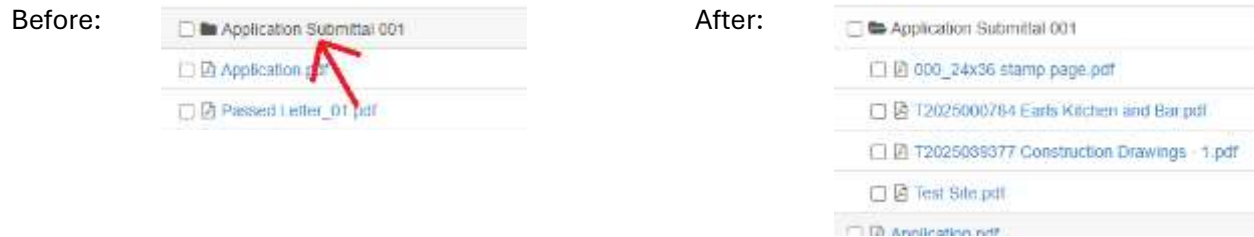
Toggle All ▾

	Redlines	Created	Dimensions	Size	Pages	Version
<input type="checkbox"/> Application Submittal 001		7/7/25	2 Files	1.05 MB	0 Total	
<input type="checkbox"/> Application.pdf		7/8/25	8.5x11	0.05 MB	1	[view]

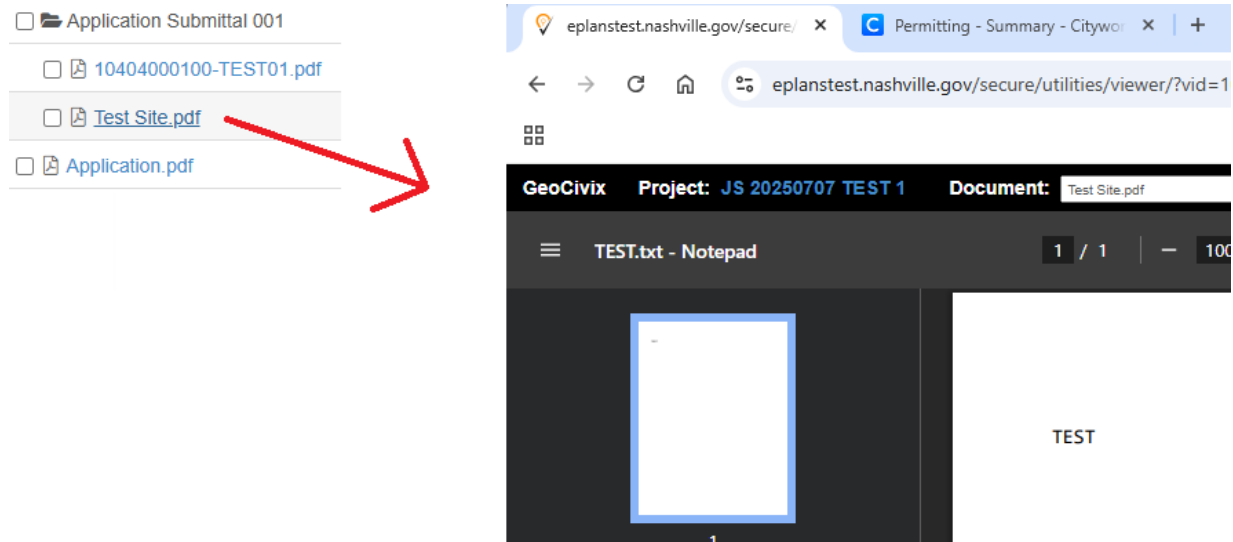
Download Help

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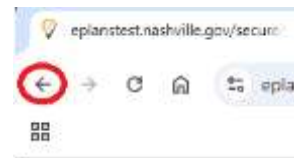
To see the uploaded documents for the project, click the Application Submittal 001 folder to expand it.



For the applicant, there are a few tasks available, and the project shows as under review. Clicking one of the PDF links will open the document within the browser window.



Click the browser's back button to return to the project screen. →

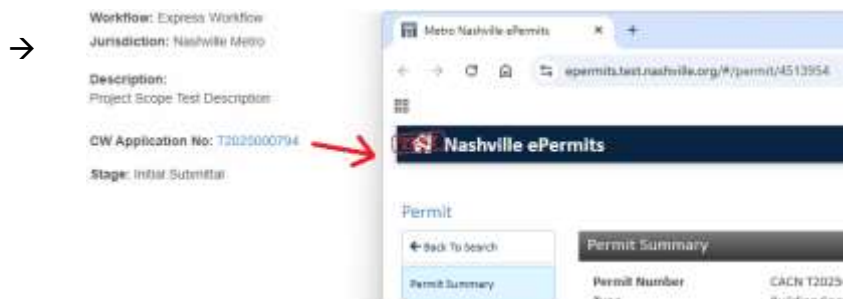


The ePlans system will automatically send e-mail notifications such as when another document is added to a project. If the applicant does not want to receive such e-mails, click the 'bell' icon on the project page and click to 'stop' them. →



Click the bell again to reenable it.

If the applicant wants to view the associated Cityworks/ePermits data, click the link beside CW Application No. Cityworks/ePermits will open in a separate browser tab or window.



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## Accepted or Declined

Once the project has been successfully submitted, the Metro teams will either accept or decline the submittal package. If the project was submitted with the proper formatting, correct naming conventions, and appropriate engineering and/or architectural drawings, Metro will accept it. If not, then Metro will decline it.

Decline Submittal Package

Accept Submittal Package

If declined, Metro will send an e-mail to the applicant noting the project was declined and it is suggested to include why the package was declined.



The applicant will then have an opportunity to resubmit the project (hopefully) including whatever was missing from the initial submission. It may be necessary to refresh the browser window for the status to update. Click the resume application submittal button to resubmit the project. The ePlans system will return to the plan review submittal process on the disclaimer page as noted above. Continue the steps again to resubmit the project. It is recommended to replace the engineering and/or architectural drawing PDF with a new updated edition.

Resume Application Submittal

If accepted, Metro will send an e-mail to the applicant notifying him/her that the project was accepted.



The 'Stage' field on the project page will update accordingly. It may be necessary to refresh the browser window for the status to update.



Stage: Initial Submittal



Stage: Under Review

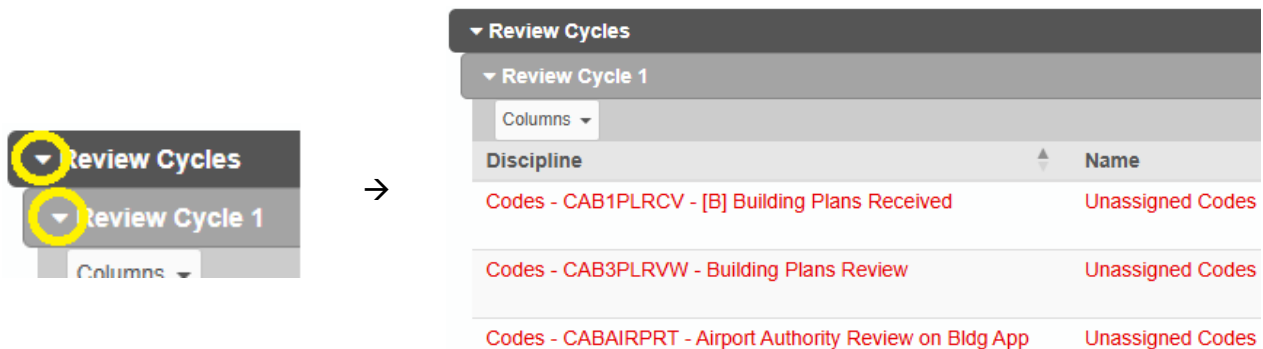
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## Checking Status

Once the project has been accepted, Metro will assign reviewers to complete reviews of the different disciplines associated with the planned work. The disciplines will be updated on the Review Cycle tab. Once clicked, the lower portion of the project page will refresh showing the review cycles header.



The review cycle grid can be expanded via the arrows in the corner of the table. The grid can be sorted, the columns moved, and the columns shown/hidden as with the account activity grid noted above.



The applicant will be able to see who is assigned the review for each discipline by refreshing the review cycle. Click refresh in the browser or click Review Cycles on the lefthand pane to reload the page so any updates will be visible.



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As reviews are completed, the applicant will be able to see the results but will not be able to see the reviewer feedback for them until all reviews are complete.

Discipline	Name	Assigned	Review Due	Finished	Results	Action	Finished	Results	Action
Codes - CAB1PLRCV - (B) Building Plans Received	John Stone Rev	7/9/25 11:25 AM	8/18/25 5:29 PM	✓			7/9/25 11:26 AM	Approved	↺
Codes - CAB3PLRVW - Building Plans Review	John Stone Rev	7/9/25 11:25 AM	8/18/25 5:29 PM	✓			7/9/25 11:26 AM	Conditional	↺
Codes - UFLANDTREE - Urban Forester Landscaping & Tree Review	John Stone Rev	7/9/25 11:25 AM	8/18/25 5:29 PM	✓			7/9/25 11:26 AM	Rejected	↺
Fire - FRBALMRQ - (B) Fire Alarm Requirement	John Stone Rev	7/9/25 11:25 AM	8/18/25 5:29 PM	✓					✓
Fire - FRBLIFE - (B) Fire Life Safety	John Stone Rev	7/9/25 11:25 AM	8/18/25 5:29 PM	✓					✓

On the Documents tab, the applicant will be able to see if any 'redlines' were added to a given document but will not be able to review them until all reviews are complete.

Project	Documents
Issues	0
Review Cycles	0
Notes	0

→

Documents		
	Redlines	Created
<input type="checkbox"/> Application Submittal 001		7/7/25
<input type="checkbox"/> 10404000100-TEST01.pdf	3	7/7/25
<input type="checkbox"/> Test Site.pdf		7/8/25

## Passed or Rejected

Once all reviews are complete, Metro will either mark the project as complete or declined depending on the status of the reviews.



Decline Review

✓ Complete Review

## Rejected

If any discipline is rejected, Metro will decline the review. → Rejected

Metro will send the applicant a comment letter via e-mail with any open issues to be corrected. The e-mail will contain information about the project and links to return to ePlans to resubmit the project.





## Electronic Plans User Manual – Applicant

The comment letter will show similar information as well as include any open issues/comments starting on page 2.

### Page 1

**Metropolitan Government of  
Nashville & Davidson County**

Applicant Name: John Stone App  
Applicant Company: Metro Government  
Applicant Email: metro.user@nashville.gov

Project Name: JS 20250707 TEST 1  
Jurisdiction: Nashville Metro  
ProjectID: 1509866

Wednesday, July 9, 2025

The plans submitted for your project have been reviewed. These plans are **REJECTED**.

We need a written item-by-item response provided on the responsible party's company letterhead addressing each of the following comments. Refer to the plans for further clarification and location of the comments. If plan revisions are required to address a comment, revise and cloud the revisions on the plans and tag with a revision number. Resubmit a complete set of documents as separate PDF files including a) the written response and b) the revised plans. Resubmit per the instructions coordinating any revisions with all disciplines, as necessary.

### Page 2

**Open Issues: 3**

John Stone Admin

10404000100-TEST01.pdf (Page 1) [1] FA.001 FA.001

**1. Metro Reviewer B**

Nashville Metro  
John Stone Admin  
615-862-4357  
john.stonejr@nashville.gov  
7/9/25 11:48 AM  
Review Cycle 1

Annotation 1

**2. Metro Reviewer B**

Nashville Metro  
John Stone Admin  
615-862-4357

Annotation 2

The applicant will have the opportunity to resubmit the plans (hopefully) with properly updated documentation on the same project. Upon resubmission, the project will go through most of the steps above again.



## Electronic Plans User Manual – Applicant

### Passed

For a project where all reviews are complete and have a status → **PASSED** other than rejected, Metro will mark the project as complete.

Metro will send the applicant a passed letter via e-mail which will include any comments and conditional items the applicant must address. The applicant should then contact Metro Codes Permit Issuance to pay for the permit and have it issued.

The e-mail will contain information about the project and links to return to ePlans to view the project.



The passed letter will show similar information as well as include any open issues/comments starting on page 2 like the comment letter noted above. The passed letter is NOT the permit.



The 'Stage' field on the project page will update to review complete. It may be necessary to refresh the browser window for the status to update. → **Stage: Review Complete**

## Electronic Plans User Manual – Applicant

### Close and Download

Once the applicant contacts the Metro Codes Department / Permit Issuance Division to pay for the permit and have it issued, Metro Codes will close the project. A final e-mail message with the passed letter will be sent to the applicant.



The payment has been received, and the permit has been issued.

You may now download your stamped plans via GeoCivix and begin work.

A full set of completed stamped plans must be present at the project job site.

The applicant can return to the project page via ePlans, and it will show the project is closed with the date. The completed plans may be downloaded by checking the checkbox beside the desired record and clicking Download.

JS 20250707 TEST 1 Project Actions +

**Project Closed 07/09/2025**

Type: Electronic Review  
Workflow: Express Workflow  
Jurisdiction: Nashville Metro

Project Number: 1509866  
Posted: 7/7/25 3:29 PM  
Applicant: John Stone App  
Admin: John Stone Admin

Description:  
Project Scope Test Description

CW Application No: T2025000794

Stage: Review Complete

A map of Nashville, Tennessee, showing the project location at 2415 Vanderbilt Pl. The map highlights the area around the project, including the Nashville International Airport and the Nashville Convention Center. The map is powered by Esri and includes a scale bar and a north arrow.

2415 VANDERBILT PL (10404000100)

Documents


	Redlines	Created	Dimensions	Size	Pages	Version
<input type="checkbox"/> Application Submittal 001		7/7/25	2 Files	1.84 MB	8 Total	
<input checked="" type="checkbox"/> 10404000100-TEST01.pdf	3	7/9/25	30x42	1.83 MB	4	<a href="#">[view]</a>
<input type="checkbox"/> Test Site.pdf		7/8/25	8.5x11	0.04 MB	1	<a href="#">[view]</a>
<input type="checkbox"/> Application.pdf		7/9/25	8.5x11	0.05 MB	1	<a href="#">[view]</a>
<input type="checkbox"/> Comment Letter_01.pdf		7/9/25	8.5x11	0.03 MB	2	<a href="#">[view]</a>
<input type="checkbox"/> Passed Letter_01.pdf		7/9/25	8.5x11	0.03 MB	2	<a href="#">[view]</a>
<input type="checkbox"/> Passed Letter_02.pdf		7/9/25	8.5x11	0.03 MB	2	<a href="#">[view]</a>

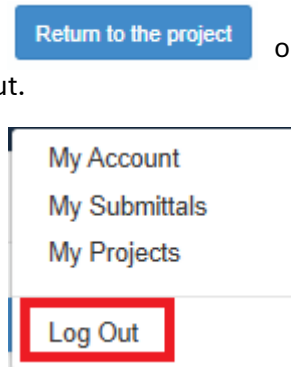
[Download](#) [Help](#)

## Electronic Plans User Manual – Applicant

The browser will update showing the document download screen and, depending on the browser, the downloaded ZIP file will appear. The applicant can then save or download the file to his or her device.



The applicant can either return to the project corner  John Stone App ▾ and select log out.



The ePlans project is complete!