

ePlans



Electronic Plans User Manual *Applicant*

Updated 12/10/2025

Electronic Plans User Manual – Applicant

Table of Contents

| | |
|----------------------------------|----|
| Table of Contents | 2 |
| Introduction | 3 |
| Submitting a Project | 3 |
| Registering for ePlans | 4 |
| Logging In..... | 6 |
| Viewing My Submittals..... | 7 |
| Navigating Account Activity..... | 8 |
| Complete Project Submittal..... | 9 |
| Continuing the Submittal | 9 |
| Project Disclaimer | 10 |
| Documentation Upload..... | 10 |
| Submittal Confirmation..... | 13 |
| Viewing a Project | 15 |
| Accepted or Declined | 17 |
| Checking Status | 18 |
| Passed or Rejected..... | 19 |
| Rejected | 19 |
| Passed | 21 |
| Close and Download..... | 22 |

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 plans 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 do so by submitting an application (<https://www.nashville.gov/sites/default/files/2025-12/COMMERCIAL-PERMIT-APPLICATION---Zoning-Examination.pdf?ct=1764780174>) to the Zoning Division of Metro Codes via zoninghelpdesk@nashville.gov. Zoning 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. The registration link is <https://eplans.nashville.gov/>. The links in the graphic below are not clickable.



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

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: T2025001050 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:

[T2025001050 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 198300
Nashville, TN 37219-8300

Electronic Plans User Manual – Applicant

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. →

Registration

ⓘ You will not be able to activate your membership unless you provide an accurate email address. X

? Email

Submit

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.

Registration

ⓘ Passwords must meet the following requirements:

- 8 characters or more
- At least one letter
- At least one number, space, or special character
- Must not match a password in common use (easily guessed)

Tips for creating a secure password

Fields in bold are required

? **First Name**

? **Last Name**

? **Password**

? **Retype Password**

? **Timezone**

? **Account Type**

I agree to the terms and conditions set forth in the [Terms of Use & Service Agreement](#)

Submit

Electronic Plans User Manual – Applicant

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.

| Company | Homeowner |
|--|--|
| First Name <input type="text" value="John"/> | First Name <input type="text" value="John"/> |
| Last Name <input type="text" value="Stone"/> | Last Name <input type="text" value="Stone"/> |
| Password <input type="password" value="*****"/> | Password <input type="password" value="*****"/> |
| Retype Password <input type="password" value="*****"/> | Retype Password <input type="password" value="*****"/> |
| Timezone <input type="text" value="US/Central"/> | Timezone <input type="text" value="US/Central"/> |
| Account Type <input type="text" value="Company"/> | Account Type <input type="text" value="Homeowner"/> |
| Company Name <input type="text"/> | Address <input type="text"/> |
| Company Address <input type="text"/> | Suite or Unit No <input type="text"/> |
| Suite or Unit No <input type="text"/> | City <input type="text"/> |
| City <input type="text"/> | State <input type="text" value="Select"/> |
| State <input type="text" value="Select"/> | Zip <input type="text"/> |
| Zip <input type="text"/> | Phone <input type="text"/> |
| Company Phone <input type="text"/> | <input checked="" type="checkbox"/> I agree to the terms and conditions set fourth in the Terms of Use & Service Agreement |
| Company Website <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 Terms of Use & Service Agreement | |
| <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.

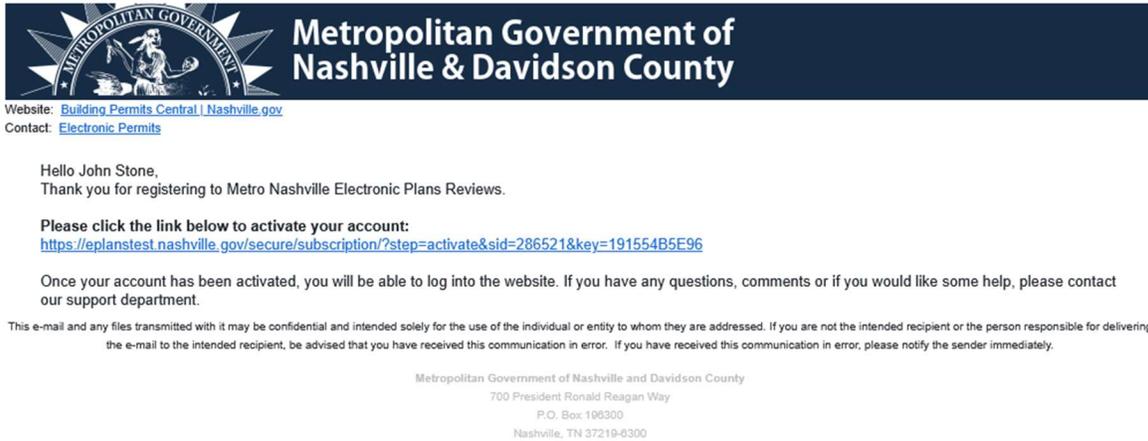
Please allow a minute or two for delivery. **Be sure to check any spam or junk email folders.**



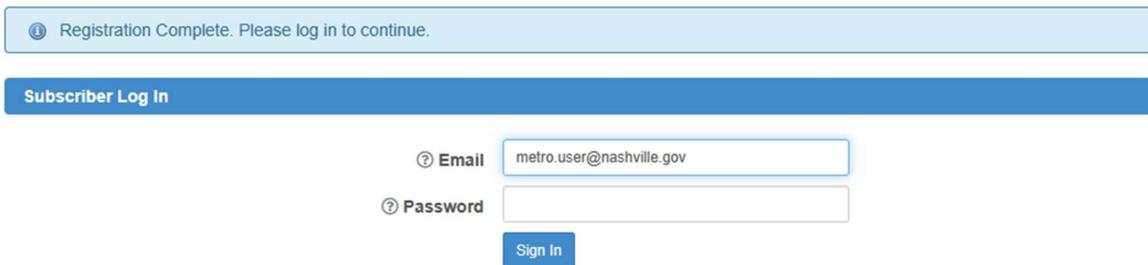
[I have not received my activation email](#)

Electronic Plans User Manual – Applicant

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.



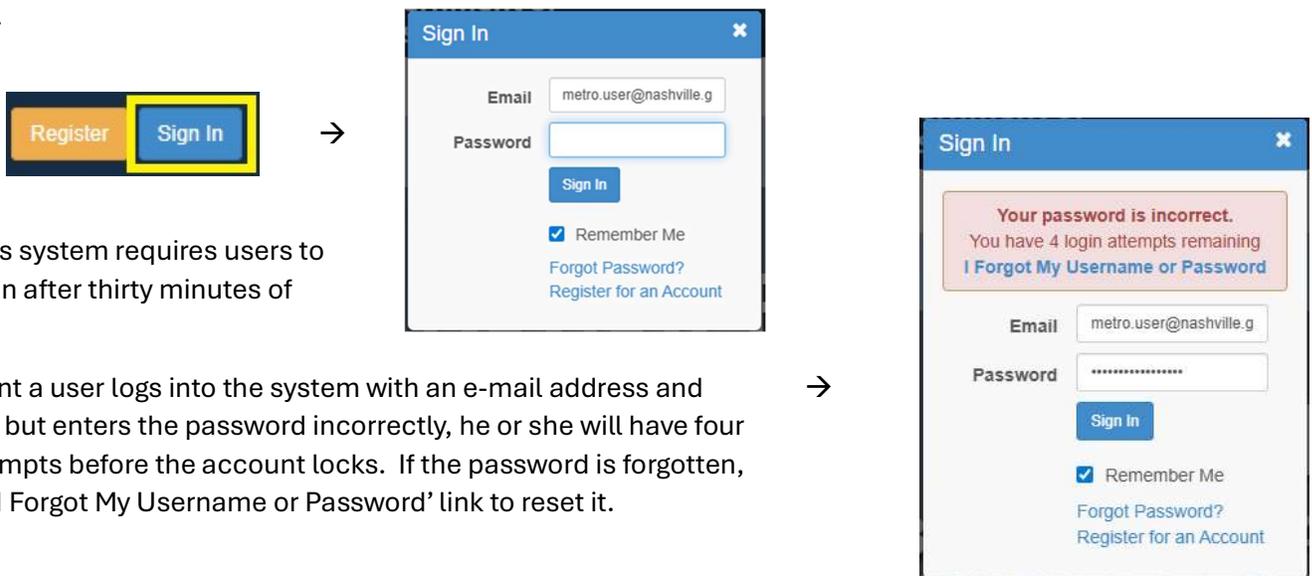
A new browser window will open to the subscriber log in page.



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.



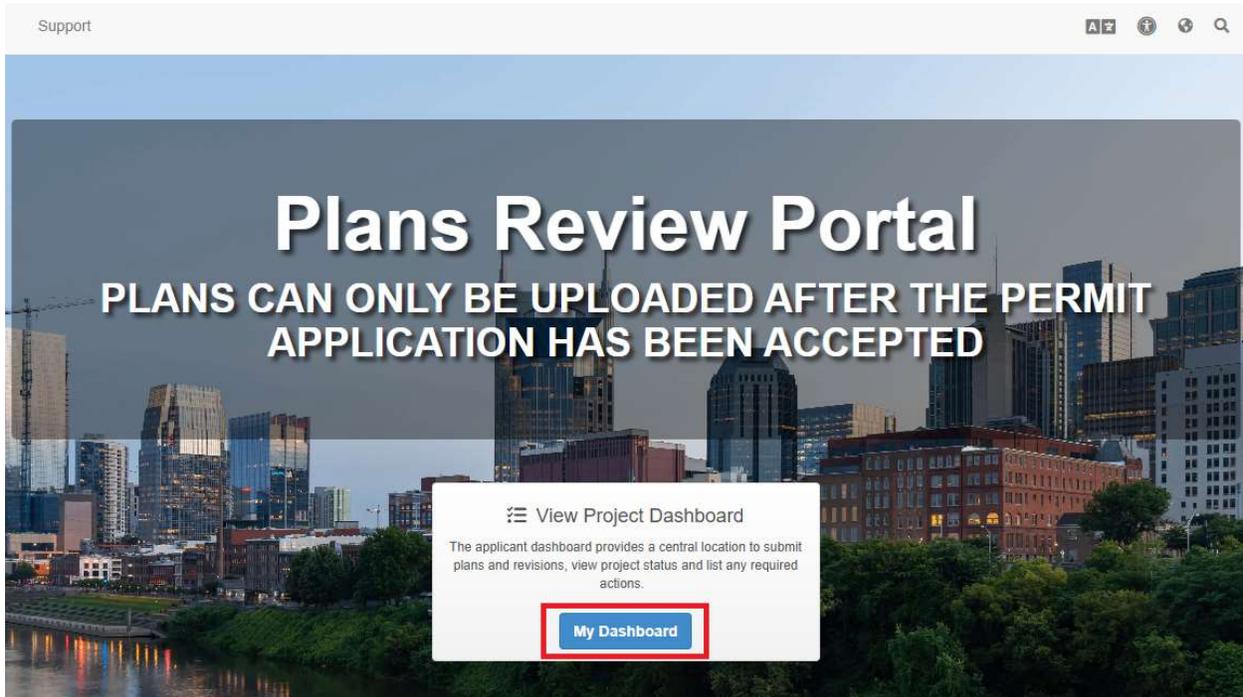
The ePlans system requires users to log in again after thirty minutes of inactivity.

In the event a user logs into the system with an e-mail address and password but enters the password incorrectly, he or she will have four more attempts before the account locks. If the password is forgotten, click the 'I Forgot My Username or Password' link to reset it.

Electronic Plans User Manual – Applicant

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.

Note: follow the project naming guidelines shown on the document upload page.

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

| 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 20250506 TEST 2 | Nashville Metro | Electronic Review | | Review Complete | 05/05/25 | | 05/05/25 | 05/05/25 |

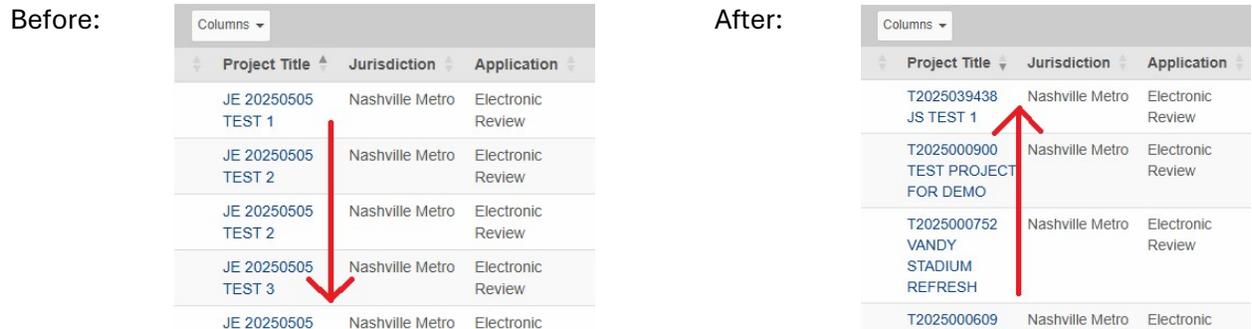
Electronic Plans User Manual – Applicant

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.



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

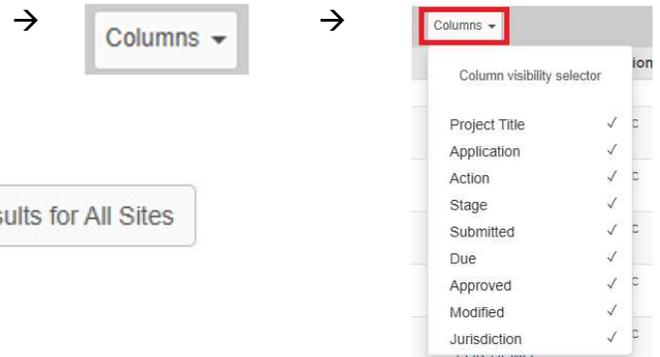
Before



After



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.



Electronic Plans User Manual – Applicant

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

| 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 | | | 07/08/25 |

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: T2025001050 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:

[T2025001050 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 198300
Nashville, TN 37219-8300

Electronic Plans User Manual – Applicant

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

| | |
|--|--------------------------------------|
| Project Title: JS 20250707 TEST 1 | Jurisdiction: Nashville Metro |
| Application Type: Electronic Review | State: TN |
| Workflow: Express Workflow | County: 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."

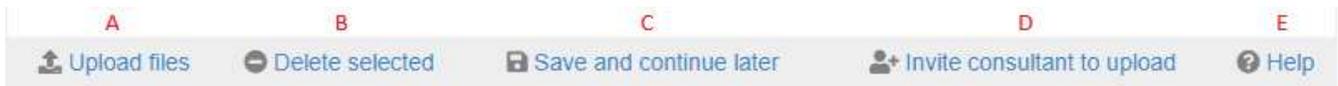
| JS 20250707 TEST 1 - Application Submittal 001 | | |
|--|------------------------|----------------|
| <input type="checkbox"/> | Documents Uploaded | Uploaded On |
| <input type="checkbox"/> | 10404000100-TEST01.pdf | 7/7/25 3:29 PM |

Upload files Delete selected Save and continue later Invite consultant to upload Help

Save and Continue

Electronic Plans User Manual – Applicant

Options on the Document Upload page include clicking:

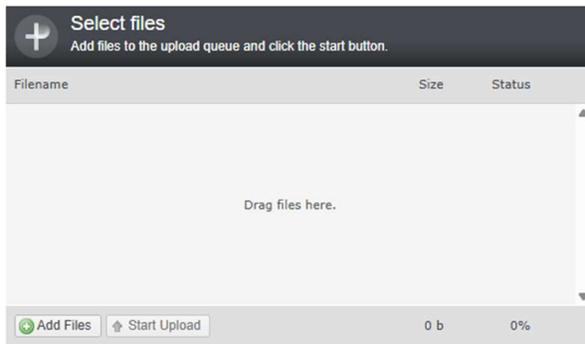


- A. Upload files – The window will refresh showing the ‘Select files’ box for dragging and dropping PDF file(s) or clicking Add Files to select the PDF file(s). For the initial submission, the plans must be a single PDF file, be properly named, contain all the needed pages, be in the proper order, and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

Document Upload

This page will allow you to upload your project documents. Use the "Add Files" button to browse your network for the files to upload and then click the "Start Upload" button to begin transferring your documents.

Acceptable file format: (pdf).



Submittal Guidelines

Following these guidelines as closely as possible will enable the review team to process your submittal as quickly as possible. Files not named appropriately are difficult to navigate and will result in extended review times.

Please do not include any special characters such as tabs, tildes (~), number signs (#), ampersands (&), dollar signs (\$), etc.

Examples:

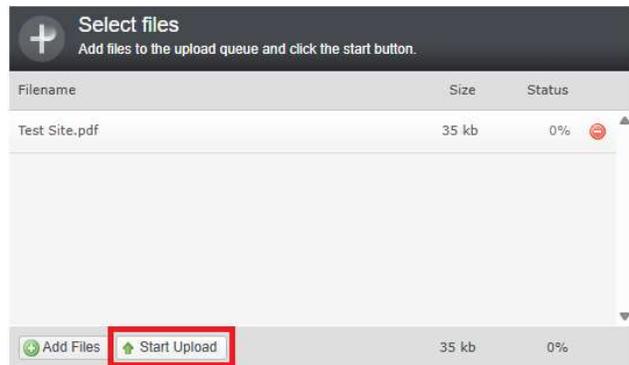
Building permit initial submission: T2025000001_UnionStation2025Refurb
 Building permit resubmission: T2025000001_UnionStation2025RefurbV2

For additional information, please visit [Building Permits Central | Nashville.gov](#).
 For contact information, please visit <https://epermits.test.nashville.org/#/eplanscontact>.



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.



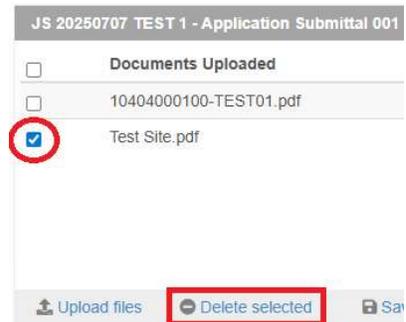
Document Upload

Uploaded files are listed below. Use the buttons below to add or remove files, invite a consultant, or confirm your submit:

| 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 |
| <input type="checkbox"/> | Test Site.pdf | 7/8/25 2:53 PM |

Electronic Plans User Manual – Applicant

- 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.

Electronic Plans User Manual – Applicant

The e-mail will look like the graphic below.



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

Hello John Stone App,

You've been invited to join the 'JS 20250428 TEST 1' project.

If you have not registered previously, you will need to register for a free account after clicking the link below.

Please click the following link to navigate directly to this project.

<https://eplanstest.nashville.gov/secure/project/?projectid=1508635>

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.

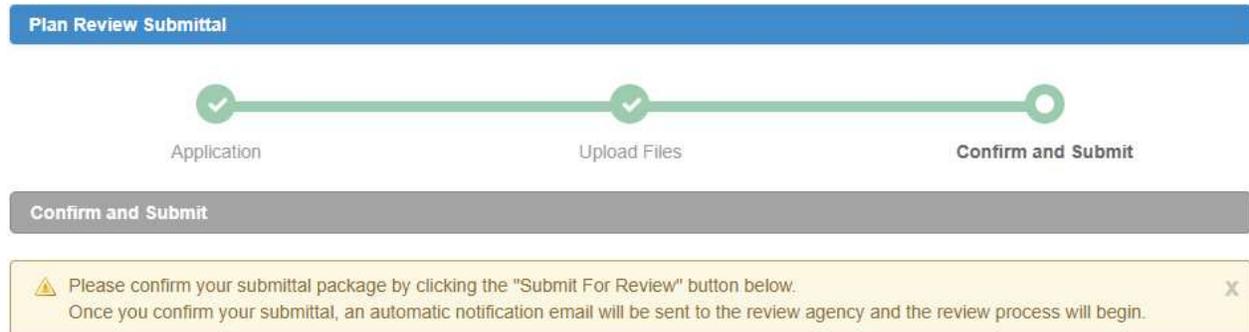
E. Help – Opens a pop-up box with additional information on the Document Upload items.

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

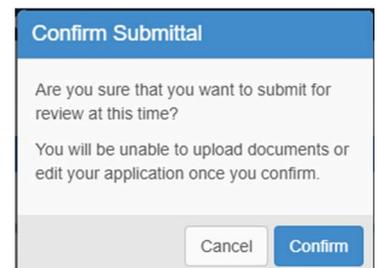
Once the properly formatted plans have been uploaded, the Confirm and Submit page will open. If not ready to confirm, click the browser's back button to return to the previous page. If ready to confirm the project, click the Confirm and Submit for Review button.



[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.

→



Electronic Plans User Manual – Applicant

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

Application Upload Files Confirm 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

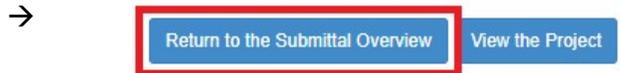
You can check the status of your submittal at any time by logging into the website and clicking [Plan Review > Submittals](#) in the navigation menu.

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.

Electronic Plans User Manual – Applicant

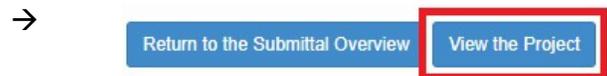
Viewing a Project

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.



| 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 | | |
| JS 20250707 TEST 1 | 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 20251001 TEST 1 Subscribed Project Actions

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

Description:
Test Project

CW Application No: T2025073877
CW Case Type: CACR - CAF19A203

Stage: Under Review

Project Number: 1510583
Posted: 10/1/25 2:13 PM
Applicant: John Stone App
Admin: John Stone Admin

Esri, TomTom, Garmin, SafeGraph, METI/NA... Powered by Esri

65 THE ARCADE (09306104400)

This review cycle is still under review. All reviewers must mark their work as complete to continue. **Review Due: 11/12/2025 3:12 PM.**

Documents Recycle Bin

Toggle All

| | Redlines | Created | Dimensions | Size | Pages | Version |
|--|----------|---------|------------|---------|----------|---------|
| <input type="checkbox"/> Application Submittal 001 | | 10/1/25 | 4 Files | 4.53 MB | 12 Total | |
| <input type="checkbox"/> Application.pdf | | 10/1/25 | 8.5x11 | 0.05 MB | 1 | [ver.1] |

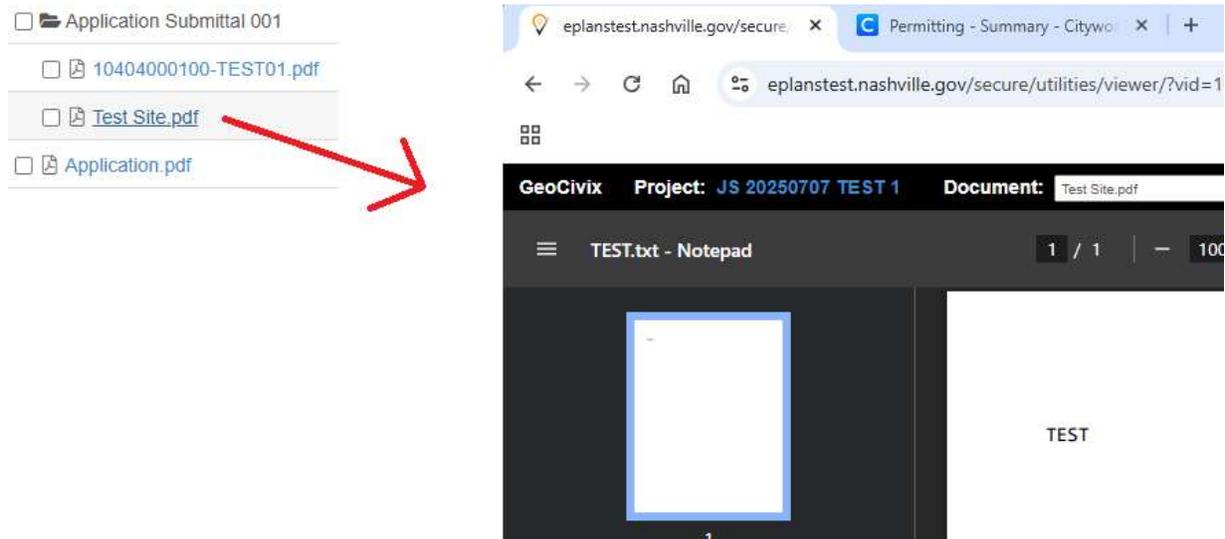
+ New Folder ↑ Upload ↓ Download 📄 Import to Bluebeam 🔗 Help More...

Electronic Plans User Manual – Applicant

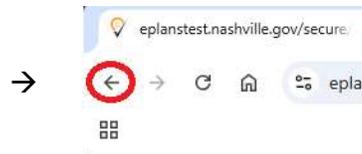
To see the uploaded documents for the project, click the Application Submittal 001 folder to expand it.



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. Note: if markups are included via Bluebeam, they will not appear for the applicant until the project is declined or completed.

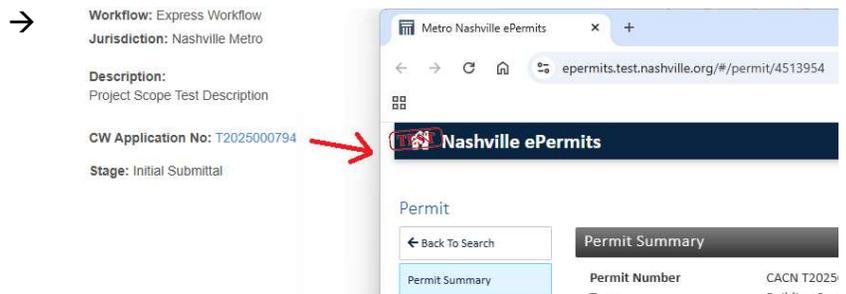


Click the browser's back button to return to the project screen. →



The ePlans system will automatically send e-mail notifications such as when another document is added to a project if the applicant has 'subscribed' to the project. If the applicant does not want to receive such e-mails, click → **Subscribed** or **Unsubscribed** the Subscribed/Unsubscribed toggle on the project page.

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.



Electronic Plans User Manual – Applicant

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.



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

Decline Submittal Package - JS 20250707 TEST 1

Hello John Stone App,

Thank you for submitting your project to Nashville Metro. Unfortunately, your submittal package is incomplete and requires a resubmittal.

When ready, you may begin the resubmittal process by clicking the link below:
<https://eplans.test.nashville.gov/secure/project/permits?projectId=1509866&step=resubmit>

Application Type: Electronic Review
Workflow: Express Workflow
Project: JS 20250707 TEST 1
CW Application No: 12025000794

You can check the status of your project and manage resubmittals 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.

Decline Submittal Package



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.



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

Submittal Package Accepted for Review - JS 20250707 TEST 1

Hello John Stone App,

Thank you for submitting your project to Nashville Metro. Your submittal package has been accepted for review.

Application Type: Electronic Review
Workflow: Express Workflow
Project: JS 20250707 TEST 1
CW Application No: T2025000794

You can check the status of your project and manage resubmittals 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.

Accept Submittal Package



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

Electronic Plans User Manual – Applicant

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.

| Discipline | Name |
|--|------------------|
| Codes - CAB1PLRCV - [B] Building Plans Received | Unassigned Codes |
| Codes - CAB3PLRVW - Building Plans Review | Unassigned Codes |
| Codes - CABAIRPRT - Airport Authority Review on Bldg App | Unassigned Codes |

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.

| Discipline | Name |
|---|-----------------|
| Codes - UFLANDTREE - Urban Forester Landscaping & Tree Review | John Stone Rev |
| Fire - FRBALMRQ - [B] Fire Alarm Requirement | John Stone Rev |
| Fire - FRBLIFE - [B] Fire Life Safety Review | John Stone Rev |
| Fire - FRBSPKLRQ - [B] Fire Sprinkler Requirement | Unassigned Fire |

Electronic Plans User Manual – Applicant

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 the review cycle is complete.

| Discipline | Name | Assigned | Review Due | Finished | Results | Action |
|---|----------------|-----------------|-----------------|----------|-------------|--------|
| Codes - CAB1PLRCV - [B] Building Plans Received | John Stone Rev | 7/9/25 11:25 AM | 8/18/25 5:29 PM | ✓ | Approved | ↺ |
| Codes - CAB3PLRVW - Building Plans Review | John Stone Rev | 7/9/25 11:25 AM | 8/18/25 5:29 PM | ✓ | Conditional | ↺ |
| Codes - UFLANDTREE - Urban Forester Landscaping & Tree Review | John Stone Rev | 7/9/25 11:25 AM | 8/18/25 5:29 PM | ✓ | 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 the given document but will not be able to review the non-comment ones until the review cycle is complete. Any comments added via Bluebeam will be visible in the Issues section.

Project

- Documents 3
- Issues 0
- Review Cycles 0
- Notes 0

→

Documents

Toggle All

| | Redlines | Created |
|---------------------------|----------|---------|
| Application Submittal 001 | | 7/7/25 |
| 10404000100-TEST01.pdf | 3 | 7/7/25 |
| Test Site.pdf | | 7/8/25 |

Passed or Rejected

Once all reviews are complete, Metro will either mark the project as completed 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.



Hello John Stone App,

Thank you for submitting your project to Nashville Metro. Unfortunately, your project requires a resubmittal. An attachment with comments may be included with this e-mail.

You may begin the resubmittal process by clicking the link below:

<https://eplanstest.nashville.gov/secure/project/permits/?projectId=1509866&step=resubmit>

Application Type: Electronic Review
Workflow: Express Workflow
Project: JS 20250707 TEST 1

CW Application No: T2025000794

Open Issues: 3
Document Redlines: 3

You can view the list of open issues and document redlines here: <https://eplanstest.nashville.gov/secure/project/?projectId=1509866>

Once you have made your corrections, you can begin the resubmittal process here: <https://eplanstest.nashville.gov/secure/project/permits/?projectId=1509866&step=resubmit>

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

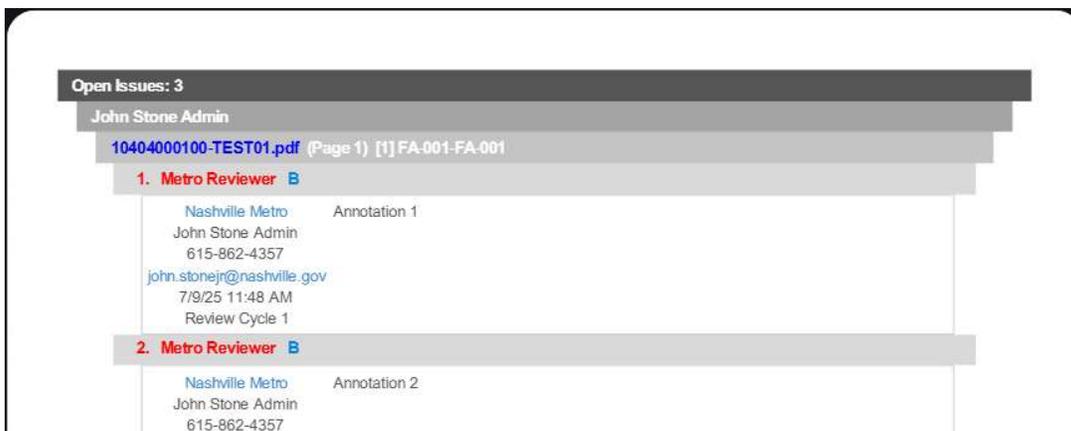
Project Name: JS 20250707 TEST 1
Jurisdiction: Nashville Metro
ProjectID: 1509866

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

2. Metro Reviewer B

Nashville Metro Annotation 2
John Stone Admin
615-862-4357

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

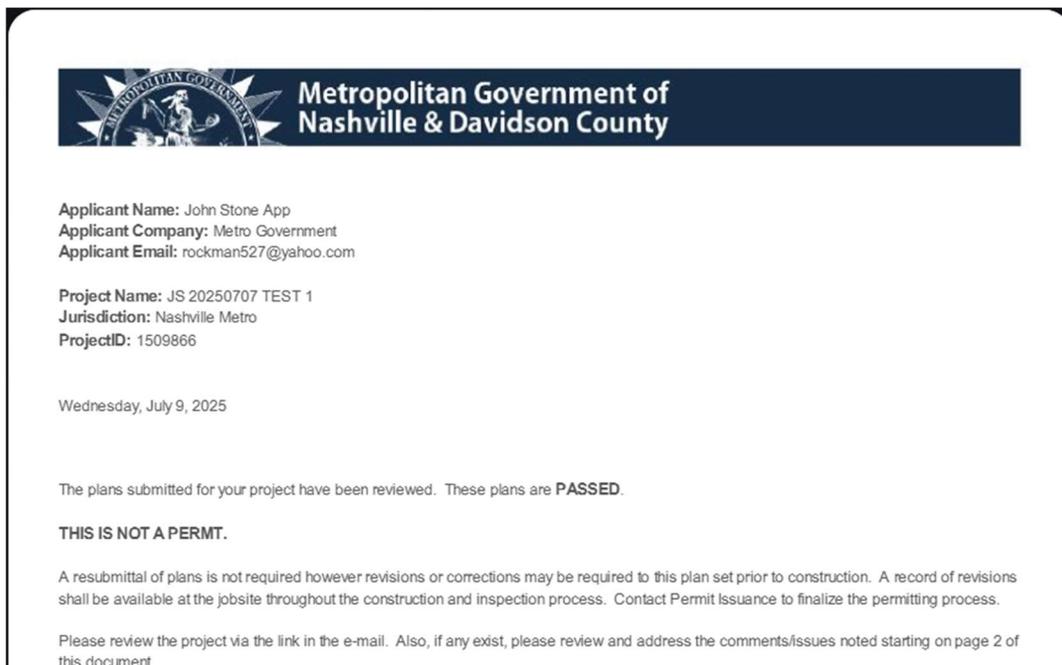
For a project where all reviews are complete and have a status → **PASSED** other than rejected, Metro will mark the project as complete.

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. If present, the applicant should download all files in the Site Set folder and have them present at the project site.

JS 20250707 TEST 1 Project Actions ▾

Project Closed 07/09/2025

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

Description:
Project Scope Test Description

CW Application No: T2025000794
Stage: Review Complete

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

2415 VANDERBILT PL (10404000100)

Documents

Toggle All ▾

| | Redlines | Created | Dimensions | Size | Pages | Version |
|--|----------|---------|------------|---------|---------|---------|
| <input type="checkbox"/> Application Submittal 001 | | 7/7/25 | 2 Files | 1.84 MB | 5 Total | |
| <input checked="" type="checkbox"/> 10404000100-TEST01.pdf | 3 | 7/9/25 | 30x42 | 1.80 MB | 4 | [ver:2] |
| <input type="checkbox"/> Test_Site.pdf | | 7/8/25 | 8.5x11 | 0.04 MB | 1 | [ver:1] |
| <input type="checkbox"/> Application.pdf | | 7/9/25 | 8.5x11 | 0.06 MB | 1 | [ver:3] |
| <input type="checkbox"/> Comment Letter_01.pdf | | 7/9/25 | 8.5x11 | 0.05 MB | 2 | [ver:1] |
| <input type="checkbox"/> Passed Letter_01.pdf | | 7/9/25 | 8.5x11 | 0.05 MB | 2 | [ver:1] |
| <input type="checkbox"/> Passed Letter_02.pdf | | 7/9/25 | 8.5x11 | 0.05 MB | 2 | [ver:1] |

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.



If the file failed to download properly, you may retry the download by clicking the button below.

[Retry Download](#)

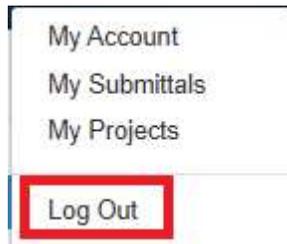
[Return to the project](#)

The applicant can either return to the project corner [John Stone App](#) and select log out.

[Return to the project](#)

or click his or her name in the upper right

[John Stone App](#)



The ePlans project is complete!