

Department of Codes Administration  
800 President Ronald Reagan Way  
Metro Office building  
[bza@nashville.gov](mailto:bza@nashville.gov)

## Board of Zoning Appeals Checklist

- For commercial projects or large multi-family developments we encourage you to have a pre-submittal meeting with the board secretary prior to submitting for the building permit and appeal. You can request a meeting at [BZA@nashville.gov](mailto:BZA@nashville.gov)
- All appeals except an Item A appeal require a building permit to be started before the BZA submittal. Questions regarding how to apply for a building permit can be directed to [zoninghelpdesk@nashville.gov](mailto:zoninghelpdesk@nashville.gov)

### Item A Appeals

Item A appeals are appeals pertaining to the Zoning Administrator's interpretation of the zoning ordinance. Persons submitting appeals for an Item A appeal must provide a cover letter that addresses the reasons for the appeal. This letter must state with specificity what section of the zoning ordinance you are challenging. Letters of a general nature will not be accepted for filing.

- BZA Application
- Letter detailing the basis of the appeal.
- Signed and dated Item A application ((Available online at [www.nashville.gov/codes/bza](http://www.nashville.gov/codes/bza))

### Item D Appeals (Non-Conforming Uses/ Structures)

- BZA Application
- Scaled Site Plan (Drawn to engineer's or architect's scale)
- Signed and dated Item D application ((Available online at [www.nashville.gov/codes/bza](http://www.nashville.gov/codes/bza))

### Variance Requests

- BZA Application
- Hardship Form or Letter (Available online at [www.nashville.gov/codes/bza](http://www.nashville.gov/codes/bza))
- Scaled Site Plan (Drawn to engineer's or architect's scale)

### Special Exceptions

- BZA Application
  - Scaled Site Plan (Drawn to engineer's or architect's scale)
  - Signed and dated Special Exception application ((Available online at [www.nashville.gov/codes/bza](http://www.nashville.gov/codes/bza))
- 
- Submit the completed documents to [bza@nashville.gov](mailto:bza@nashville.gov). The building permit will need to be applied for in advance of the BZA filing deadline so that there is time to receive the permit number in advance of filing.
  - Payment for appeals can be made once the application is processed by the BZA staff. Payment must be made by the Friday following the filing deadline. Make payment by contacting [codespermitpay@nashville.gov](mailto:codespermitpay@nashville.gov) . Provide the CAAZ# and your phone number. The CAAZ# can be found by visiting <https://epermits.nashville.gov/#/> to search for related permits for the parcel.