

## **How to submit drawings for COMMERCIAL electronic plans review**

1. Email the [zoninghelpdesk@nashville.gov](mailto:zoninghelpdesk@nashville.gov) with your request to begin a building permit. A Zoning examiner will contact you to begin the application process and verify the type of permit that will be required. They will send you a permit application and explain the necessary steps that you will need to follow. When they have the completed application form, they will assign a number to the project that will be used in any correspondence regarding the status, or if there are questions you may have for the various departments. On the application form, be sure to put the Registered Eplan User Name and information in the Contact lines, as this will be the person who is notified with the tracking checklist and will be the responsible party for providing the stamped reviewed set(s) for the site. Fill out the application form as completely as possible. **Affordable housing projects must submit eligibility letter with initial application submission.**
2. Once you have received the permit number from Zoning, prepare and format your drawings to upload for review – **only PDF files can be uploaded.**

See below for drawing requirements -

- a. Upload your drawing file to the folder “FileDropBox” - you must double-click on this folder to open it before you upload. YOUR PDF FILE NAME MUST BEGIN WITH THE ASSIGNED APPLICATION NUMBER FOLLOWED BY THE PROJECT NAME – “application number\_project name” (T2024000000\_MyRestaurant), AND YOU MAY ONLY UPLOAD TO THE DROPBOX.
- b. Your file must be a single combined PDF - purge all "autocadshx text" and combine all sheets into a SINGLE PDF FILE (not a zip file). Remove any security restrictions and flatten the file. All sheets MUST BE BOOKMARKED, and all are to be in landscape orientation. Make sure that the individual bookmarks contain the sheet number and a descriptive name for each sheet that duplicates the number and name indicated on the Sheet Index shown on the drawing set - ARRANGE THE BOOKMARKS TO MATCH THE ORDER AS SHOWN ON THE SHEET INDEX AND INCLUDE ALL DISCIPLINES PROVIDED IN THE SET OF DRAWINGS. Verify the bookmarks are active before uploading the file. *The drawings must be submitted to-scale – the scale shown on the drawing sheets must be accurate for our review purposes.*
- c. In general, in order to be complete, the documents must depict the following: the overall work required for the building project, including any architectural, landscape, civil, structural, mechanical, plumbing, and electrical systems. Provide a complete list of building codes used in the design. Provide construction type and total gross square footage by occupancy type (and construction type, if there are various construction types in the project). Identify if the project has a sprinkler system. Where applicable, compliance with life safety as well as building, fire, and accessibility codes will need to be indicated. “Standard” details are not reviewed for code compliance – all items indicating code compliance, including accessibility compliance, are to be indicated in the project designed elements. Do not upload specifications – we do not review specifications – all code compliance is to be indicated clearly in the drawings. Plans will not be accepted electronically without all of this information. Refer to this link – [Commercial-Plan-Requirements.pdf \(nashville.gov\)](#) for additional information.
- d. ALL drawings must be labeled “FOR CONSTRUCTION” or “CONSTRUCTION DOCUMENTS”. Any plans identified as “PERMIT SET”, “FOR PERMIT”, “BID SET”, etc...are unacceptable and subject to immediate rejection.

3. Once the project has been uploaded, a notification will be sent out to the various departments on the checklist and the contact person listed on the application form will be sent an updated checklist with assigned reviewers.
4. If resubmittals or revisions need to be made, you will need to revise the affected pages and combine into a single PDF file and bookmark per the original file submittal process. Unless instructed otherwise by the reviewer, provide a complete set of documents, with the revised sheets incorporated into the set. All revisions must be clouded and numbered. Name the PDF with the permit number and revision number, then login to your account and upload to the "FileDropBox" folder– *be sure and provide a unique name to the file, as our system will not load any file that is named the same as a previously uploaded file*. Once that is accepted by us, we will move the file into a "RESUBMITTAL" folder for the specific project. You may login to your account at any time, find the specific project folder we have created and named per the assigned permit application number, and then go to the "RESUBMITTAL" folder to see any updates that have been added to your project.
5. IMPORTANT – Although the specific projects will have additional folders created during the initial process setup, you can only upload to your "FileDropBox" folder. If other folders contain files that need to be accessed by you, we will provide you instructions.
6. To check the status of the application review at any time, go to the "e-Permits" web page to locate your individual permit application review information - <https://epermits.nashville.gov/#/>
  - a. THE REGISTERED USER IS RESPONSIBLE FOR TRACKING THE REVIEW. Using the link will allow access to department review status, any open items, and comments by the review staff. Any questions will need to be directed to the specific department assigned on the permit application or to the Zoning Help Desk [zoninghelpdesk@nashville.gov](mailto:zoninghelpdesk@nashville.gov) – 615-862-6510
7. When all departments have completed their review, you will need to contact Permit Issuance to arrange payment - [Permit.issuance@nashville.gov](mailto:Permit.issuance@nashville.gov) or 615-862-6517.
8. A stamped reviewed set will be made available to the registered eplan user once payment is made. That user will need to login to their account and go to the "Site Set" folder in the specific project folder to obtain the stamped set –
  - i. When the registered user logs in, they will see their projects listed by permit number
  - ii. Select the project you need to access. You will see four tabs – "ORIGINALS", "RESUBMITTAL", "PLAN REVIEW COMMENT", and "SITE SET"
  - iii. Open the "SITE SET" folder and download all PDF files in this folder, then print the files – be sure to combine the files into one printed set for the job site if there are multiple files in the folder
  - iv. THE REGISTERED USER IS RESPONSIBLE FOR PROVIDING THE STAMPED SET FOR THE SITE
  - v. This set is to be kept on-site and available for the contractor and inspectors at all times during the duration of construction

*Any changes to these plans after the permit has been obtained, made through addendums, owner changes, field changes, or change orders, are to be made available to, and brought to the attention of, metro inspectors - if the inspector requests further review by a department due to the extent of the modifications, a new permit application will typically be required and reviewed by all departments, using a newly revised set of documents*

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