

How to submit drawings for electronic plans review

1. You will need to become a member of Buzz saw in order to view you plans as they are reviewed. To join you will need to email me your name and email address. You will receive a welcome to buzz saw email.
2. You select your password. The password must contain at least 8 characters with one capitol 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 www.nashville.gov on the far left hand side you will see three boxes titled live, work and play. Under the work box (in the middle) click on development service. Under the departments box click on CODES. When this tab is clicked you will get a list of available service online through the codes department. Click on the buzz saw application link. This will take you directly to the application please fill it out and saved to your desktop.
4. After filling out application get your DWF files in order. All files need to be combined into a single DWF folder. Make sure that the individual pages contain an electronic stamp, the page number and a descriptive name of each sheet 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 to an email and email them to the address at the top of the application www.buzz.saw@nashville.gov
7. After your plan set has been reviewed and all reviewers have signed off in KIVA your plans will be ready for you to print.
8. If you have your notifications set properly you will be able to see when a comment has been made. To set notifications right click on your file folder under projects and open new notifications you should see a box that allows you to select how you are to be notified either immediately as comments are made or once a day.
9. You will need to contact the permit issuance dept at 615-862-6517 to pay for your permit and have your building permit placard printed.
10. In buzz saw under the permit number that was assigned to your set of plans there will be 3 tabs. 1. originals 2.resubmitals 3.permit set. Go into the third tab (permit set) your stamped set of plans can be found there. You must print this stamped set and keep them on the job site in case the inspector needs to see them.

If you should have any problems please contact
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