



Electronic Plan Review Process

Building and Neighborhood Services
109 3rd Avenue South
Franklin, TN 37064
615-794-7012 OFFICE 615-591-9066 FAX

To SUBMIT FOR ELECTRONIC PLAN REVIEW:

- LOGIN TO THE IDT SYSTEM [HTTP://FRANKLIN.CONTRACTORSPLANROOM.COM/SECURE/](http://franklin.contractorsplanroom.com/secure/)
 - IF YOU **DO NOT** HAVE AN ACCOUNT → REGISTER (FIRST ITEM ON MENU ON UPPER LEFT OF THE WEBPAGE)
 - IF YOU **DO** HAVE AN ACCOUNT → LOGIN
- BEGIN APPLICATION AND PDF UPLOAD PROCESS BY 1) CLICKING ON THE QUICK LINK FOR “SUBMIT A PROJECT FOR PLAN REVIEW” OR 2) SELECTING PROJECTS FROM THE MENU ON THE UPPER LEFT OF THE WEBPAGE, THEN SELECT SUBMIT A NEW PROJECT (DESTINATION IS THE SAME FOR EITHER PROCESS)
- SELECT THE “SUBMIT A NEW PROJECT” BUTTON AND THEN FOLLOW THE ON-SCREEN *PROMPTS* (THIS PROCESS FUNCTIONS FOR BOTH YOUR NON-RESIDENTIAL AND RESIDENTIAL, AS THE MEANS TO UPLOAD YOUR ELECTRONIC PLAN FOR REVIEW, & AS A MEANS TO PAY THE PLAN REVIEW FEES VIA CREDIT CARD)

>>>THINGS TO KEEP IN MIND<<<

- ENSURE YOU HAVE THE LATEST VERSION OF ADOBE ACROBAT PRO: [HTTP://WWW.ADOBE.COM/](http://www.adobe.com/)
- UPLOADED PLANS ARE REQUIRED TO BE A MULTIPAGE PDF
- HAVE ALL SITE/PROJECT INFORMATION AT THE READY WHEN UPLOADING ITEMS: THIS INFORMATION IS VERY IMPORTANT FOR ACCURATE PROCESSING
- THE IDT SYSTEM WILL HOLD THE APPLICATION UNTIL STAFF PROCESSES IT.
- YOU WILL RECEIVE E-MAILS AT EVERY STAGE OF REVIEW FOR YOUR ITEM FROM “CONTRACTORS PLAN ROOM” [[INFO@CONTRACTORSPLANROOM.COM](mailto:info@contractorsplanroom.com)] —PLEASE ADD THIS TO YOUR “SAFE EMAIL ADDRESS LIST”
- YOU MAY STILL PAY BY CHECK: CHECKS MADE OUT TO THE CITY OF FRANKLIN, TN
- IF YOU EXPERIENCE PROBLEMS OR ISSUES WITH YOUR SUBMITTAL, CLICK THE “LIVE CHAT” BUTTON ON THE LEFT SIDE OF THE IDT WEBPAGE OR CONTACT ALEX BROWN ([ALEX.BROWN@FRANKLINTN.GOV](mailto:alex.brown@franklintn.gov)) OR GINGER RING (ginger.ring@franklintn.gov)