# How to submit a building application and upload plans.

This electronic submission is the ONLY way to apply for a building permit. We no longer accept paper plans and applications for building permits.

Below is a step by step guide that is easy to follow. Follow these instructions and you will not have any issues.

1. Create a login here https://franklin.idtplans.com/secure/

2. Click on the orange button that says, "Submit a project for review".
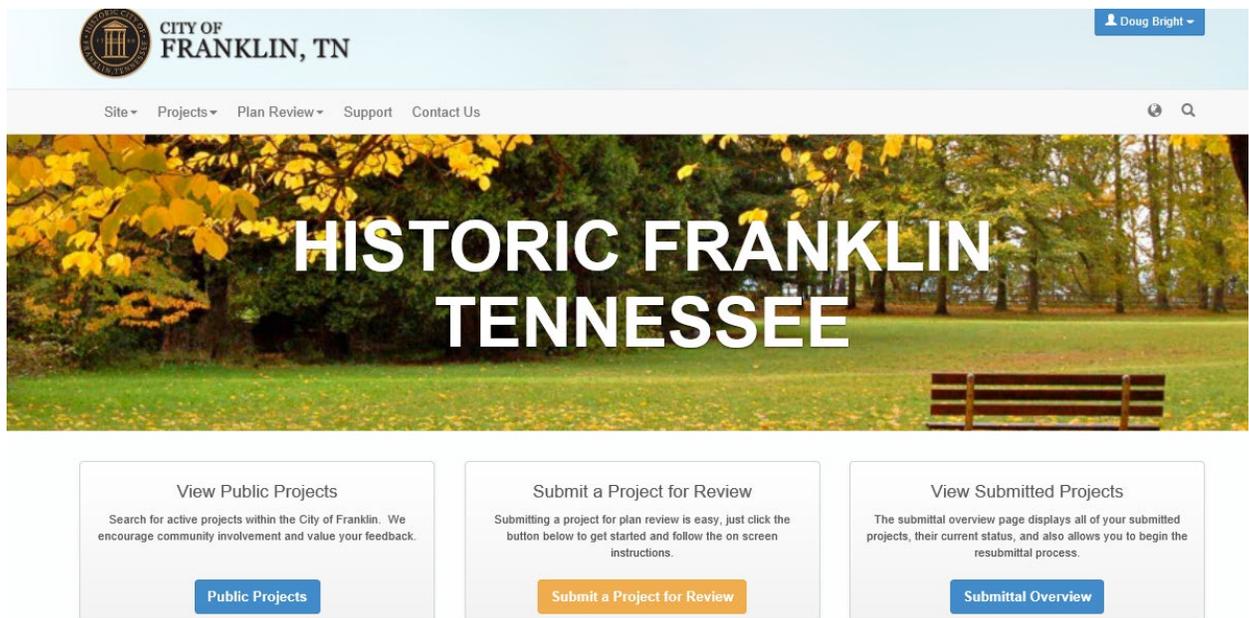
3. Under application type choose 14a- Building Permit – Non Residential or Multifamily OR 14b – Building Permit - Residential

4. Type in the project name.

5. Click "save and continue".

6. Read all the bullet points then check the box that says, "check all".

7. Click "save and continue".

8. Add your project address.

9. Click "save and continue".

10. Select the correct applicant info, enter the info if needed.

11. Click "save and continue".

12. Add contractor info.

13. Click "save and continue".

14. Complete all project data. **If any questions do not pertain then type "n/a" or "0".**

15. Click "save and continue".

16. Sign and upload the QLP NOI form.

17. Verify that all info is correct on you application. (see example below)

(Skip to next page)

CITY OF
FRANKLIN, TN

Test

City of Franklin
Building & Neighborhood Services
Department
109 Third Ave So. Ste 110
Franklin, TN 37064
P. 615-794-7012
E. cofpermitapp@franklintn.com

Project Overview

Project Title: Test

Application Type: 14 b) Building Permit - Residential

Workflow: Building Permit - Residential (NEW)

Jurisdiction: Franklin

State: TN

County: Williamson

Address

Project Address:

ZoningD:

Parcel(s):

Contact Information - Property Owner

Property Owner
D Bright

109 3rd ave s , 110
franklin, TN 37064
P:615-550-6632
F:
na@na.com

Contact Information - Contractor

Contractor
D Bright

109 3rd ave s , 110
franklin, TN 37064
P:615-550-6632
F:
na@na.com

Project Data

Contractor State License No.: 1	**Subdivision:** na
Section: 1	**Lot(s):** 1
Work Type: New	**COF No.:** 1234
Single Family Dwelling: Yes	**Duplex:** No
Proposed Building Height (Stories): 2	**Building Height:** 30
Required Setback Front: 5	**Required Setback Side:** 5
Required Setback Rear: 5	**Basement Finished:** No
Within Flood Plain: No	**Estimated Sale Price:** $750,000.00
Estimated Construction Cost: $300,000.00	
Total site area (square feet): 1	**Total Footprint of Impervious Surface in Square Feet:** 1
Habitable area - finished (square feet): 1	**Habitable area - unfinished (square feet):** 1
Covered Porch Square Footage: 1	**Garage Square Footage:** 1
Total Square Footage: 4	

QLP NOI Builder Form

> ⓘ The State of Tennessee General NPDES Permit requires owners, developers, builders, and all contractors that meet the definition of the operator in subsection 2.2 of the permit to apply for permit coverage. Homebuilders, building in a subdivision, are considered to be under a common plan of development and are considered operators. Therefore, home builders are required to have permit coverage. There are two options to obtain coverage: sign onto the existing developer's coverage by completing this form or apply for individual coverage by submitting a NOI and SWPPP to the Engineering Department.

Document Signing Options: Print > Sign > Scan > Upload (Recommended)

QLP NOI Builder's Form: NOI.tiff

18. Click "confirm".

19. Click "upload files".

20. Drag building plans and other docs into the box, click start upload.

21. Click "save and continue".

22. Click "save and continue".

23. Click "Confirm and Submit for Review". Click "ok".

24. Congratulations, you have now uploaded your application.

If you have questions please call 615-794-7012 x6 and speak to any permit technician for help.