



HISTORIC  
FRANKLIN  
TENNESSEE

## ELECTRONIC PLAN REQUEST PROCESS

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**BEGINNING: LOGIN TO THE IDT SYSTEM: <https://franklin.contractorsplanroom.com/secure>**

- IF YOU DO NOT HAVE AN ACCOUNT → REGISTER OR SIGN IN (ORANGE LINK IN CENTER OF WEBPAGE)
- IF YOU DO HAVE AN ACCOUNT → SIGN IN
- Choose one of the first six submittal types.
  - **NOTE: FINAL PLATS & REZONINGS NO LONGER REQUIRE PRE-APPLICATION CONFERENCES (REZONINGS HOWEVER DO REQUIRE A \*PRE-MEETING\* WITH PLANNING STAFF & CAN BE SCHEDULED BY CALLING 615-791-3212)**
- The Applicant will be presented with the PreAppCon checklist if a Pre-App Conference is required.
- Upload the submittal documents required by the checklist.
- Confirm that your submittal process is complete.
- The submittal is sent out to the DRT team who have 7-days to review, make comments and decide if a pre-app is needed.
- The Planner for the area of the project will be the person of contact.
- Pre-Apps are now only held once a month on the Tuesday before the Initial Submittal deadline date. A pre-app date and time (9AM to 3:30PM) is assigned by Susan Coleman as the pre-apps are submitted.
- When the Applicant is ready to submit for FMPC/Admin review, the Applicant revisits “My Submittals” and elects to continue the submittal process by selecting “Resubmit”, and following the checklist instructions for the application

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### >>>THINGS TO KEEP IN MIND<<<

- 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”
- IF YOU EXPERIENCE PROBLEMS OR ISSUES WITH YOUR SUBMITTAL, CLICK “SUPPORT” ON THE TOP OR BOTTOM MENU AND THEN CLICK THE “LIVE CHAT ONLINE” BUTTON ON THE LEFT SIDE OF THE IDT WEBPAGE OR SUSAN COLEMAN ([susan.coleman@franklintn.gov](mailto:susan.coleman@franklintn.gov))