**BUILDING AND
NEIGHBORHOOD SERVICES**

Tom Marsh
Director

Dr. Ken Moore
Mayor

Eric S. Stuckey
City Administrator

HISTORIC
FRANKLIN
TENNESSEE

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 www.franklintn.geocivix.com

2. Click on the orange button that says, "Submit a project for review".

3. Under application type choose one of the following:
   14a- Building Permit – Non Residential or Multifamily
        OR
   14b – Building Permit - Residential

4. Type in the project name.

5. Click "save and continue".

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

   NOTE: If returning applicant and familiar with all submittal requirements, click "Check All". If not familiar with submittal requirements, please read each requirement and be sure that your submittal meets all required elements of a building plan submittal. Then click "save and continue".

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 your application. (see example on following page)

Rev 201901

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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
Section: 1
Work Type: New
Single Family Dwelling: Yes
Proposed Building Height (Stories): 2
Required Setback Front: 5
Required Setback Rear: 5
Within Flood Plain: No
Estimated Construction Cost: $300,000.00
Total site area (square feet): 1

Habitable area - finished (square feet): 1
Covered Porch Square Footage: 1
Total Square Footage: 4

Subdivision: na
Lot(s): 1
COF No.: 1234
Duplex: No
Building Height: 30
Required Setback Side: 5
Basement Finished: No
Estimated Sale Price: $750,000.00

Total Footprint of Impervious Surface in Square Feet: 1

Habitable area - unfinished (square feet): 1
Garage Square Footage: 1

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".

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Document Upload

The files displayed here have been uploaded successfully. Use the buttons below to add more files, remove files, or invite a consultant to participate in the upload process. Once you've completed your upload please confirm your document submittal by pressing "Save and Continue" at the bottom of the page.

test - Application Submittal 001	
Documents Uploaded	**Uploaded On**
NOI.tiff	12/15/17 12:19 PM

⊕ Upload files   ⊖ Delete selected files   🖬 Save and continue uploading later   👤 Invite a consultant to upload   ⓘ Help

Save and Continue

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

Document Upload

This page will allow you to upload your project documents. Use the ⊕ button to browse your network for the files to upload and then click the "Upload" button to begin transferring your documents.

Acceptable file formats: (.pdf).

Franklin Submittal Guidelines

Following these guidelines will enable the review team to process your submittal as quickly as possible. Files that are not orientated or named appropriately are difficult to navigate and may result in extended review times.

All plan sheets must be in the proper "landscape" orientation.

Plan sheets should be submitted in a single multi-page pdf file. Additional information, separate from the plan sheets, shall be submitted as separate pdf files (ex. Stormwater Management Plan, Owner Affidavits, Traffic Studies, Com Checks, etc.)

Plan sets should start with a cover sheet that contains an index of drawings.

In each review cycle, the applicant shall respond to each issue generated by staff that remains open. Please give specific responses to the open issues, not generic responses such as "see plan" or "corrected".

Any resubmittal requires the submission of the COMPLETE set of plans, not only the affected sheets AND also a cover letter that specifies the details of the revision.

Select files
Add files to the upload queue and click the start button.

Filename | Size | Status

Drag files here.

⊕ Add Files   ⬆ Start Upload   0 b   0%

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.