

## PLANS REVIEW – Fast Fact Sheet

The City of Knoxville's plan review process is now **100% digital**.  
No paper plans will be accepted, unless they are revisions that *originally* started as paper.

### Process and Fees

- Applicants must submit a completed building permit application to [bldginspections@knoxvilletn.gov](mailto:bldginspections@knoxvilletn.gov). After the application is processed, the applicant will receive a welcome email from KnoxPlans with a link and instructions for uploading plans.
- Once plans are uploaded, the submission will be screened for formatting then the applicant will be sent an email to **pay the plan review fee online**. No plans will be reviewed until the review fee has been paid. After fees are paid, review cycles take approximately 10-14 business days.

### Formatting Guidelines for Submission to KnoxPlans

- All files must be uploaded to the "Submit Drawings" folder.
- All drawings must be **high resolution, single-page, PDFs**. Multi-page drawings and other file types such as JPEG or PNG will not be accepted.
- Files must be in a **readable orientation** when opened (not sideways or upside down).
- Files must be **named simply**, ideally by the **page number** (e.g., "A-1", "A-2").
  - Do not include dates, long strings of numbers, or extra information in the file names (such as "Revision").
    - TIP: Think of your file name as a password for that drawing. Keep it simple.
  - In the event that your plans must be revised to address plan review comments, revised versions of files must have the **exact** same file name as the original drawing. This allows the file to overlap with the previously submitted version.
  - Files that have a naming scheme not matching the original submission will be rejected. For example, if a file was originally named "A-1" and the revised version is named "A-1 - REV 1", it will not be able to overlap with the previous version and will be rejected.
- Supporting documents such as spec sheets, comment response letters, or calculations can be multi-page PDFs.

### Completion of Review Cycle and Review Comments

- New drawings cannot be accepted during an open review cycle. The applicant will be sent an email notification when a review cycle is complete with instructions for the next steps.
- For projects requiring corrections, a conditions report detailing additional requirements will be located in the "Instructions and Conditions" folder along with contact information for the plans examiners.
- All revised drawings must be named exactly the same as the original versions.
- After the 3<sup>rd</sup> submission, each additional review cycle will incur an additional review fee of \$100 minimum.

**Questions? Call us at 865-215-3669 or email [bldginspections@knoxvilletn.gov](mailto:bldginspections@knoxvilletn.gov)**