



City of Portland, TN
Johnny Morris – Building Official
Shaun Tyson – Fire Marshall

Commercial/Industrial Building Construction & Fire Protection:

Drawings, Plans & Permit Submittal Checklist

- All Planning, Utility, Public Works, Storm Water and Fire Dept. approvals of Site/Civil drawings must be complete before building construction drawings/plan reviews can be submitted
- The general contractor (GC) is responsible for uploading the creating an account and submitting the following into IDT.
 - All drawings/plans for the project, including fire protection, must have a State of TN Architect or Engineer stamp
 - Copy of the GC's State of TN Commercial license & liability insurance
 - COI must read "City of Portland, 100 S Russell St., Portland, TN 37148"
 - Commercial/Industrial building permit application filled out in its entirety

How To Submit Project Through IDT

- Go to cityofportlandtn.gov
- Hover over departments and click on Building Codes
- On the left side of screen, go to the 6th purple box that says "IDT Plans: Submit Plan Review/Permits/ Inspection Request" – click that box.
- Hit proceed to site
- This is the IDT page. Go to the top of the page and register if you haven't done so before. This creates an account for you. Once an account is created you can sign in.
- On the main IDT page you will see Submit a Project for Review, click that tab.
- Fill out the application, it has drop down boxes to help with the application type, click Building Construction Drawings to submit for Building Codes. Once all of this is done it will take you to the document upload portion of the submittal, click upload file, click and drag your files to the select files box (Little Grey Box) and click start upload, save and continue.
- Save and continue.
- Confirm and submit for review.
- Confirm.

Video link on how to submit an application:

<https://cityofportlandtn.geocivix.com/secure/training/videos/>