

OPRY MILLS BULLETIN

Permitting Tips

(6/10/14)

This bulletin is to make you aware of issues that have been identified by the City or other retailers and suggest Tenant's architect and engineer pursue further as it relates to Tenant's contract documents.

The City of Nashville has an informative website:

<http://www.nashville.gov/codes/index.asp>

Please note that web links may be modified as periodic updates are made to the information.

Office Address

Department of Codes & Building Safety

Metro Office Building - 3rd floor

800 Second Avenue South

Nashville, TN 37210

Telephone: (615) 862-6500

GENERAL REQUIREMENTS

Please note the following in preparation for permitting and inspections:

- The mall is an Occupancy Class M, Mercantile, Type IV – Unprotected, Noncombustible, fully sprinkled building. (Refer to City's Website for applicable codes.)
- Each tenant space within the mall is part of a Landlord installed smoke control system. Please review the MEP 1 and Tab Sheets for specifics and make note on plans for submittal.
- Blockage of the smoke control system at the storefront may require the installation of a transfer duct on the storefront to allow for the introduction of make-up for the mall common area.
- Ten percent openness for the smoke control system must be maintained in sales area ceilings.
- Drywall on the demising wall studs shall not extend to the roof deck but only to 12" above finish floor of the deck and the stock room shall have no ceiling. Both of these are to accommodate the smoke control system.
- The city may require the overall site noting adjacent handicapped parking stalls. The site plan can be obtain on the Simon.com website. Click on Leasing, then select the Property Name and locate the Site Plan. If not available, please contact your Tenant Coordinator.

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- Storefront Sign permit is required. Sign Vendor must make a separate submittal for Landlord Approval for permit.

Tenant shall submit drawings to the Metropolitan Government of Nashville and Davidson County Department of Codes and Building Safety simultaneously with the submittal of plans to Landlord. For planning purposes, Tenant construction critical path should allow for 6-8 weeks for plan review.

- **ALL OPRY MILLS TENANT DRAWINGS MUST BE SUBMITTED ELECTRONICALLY**

How to Submit Drawings for Electronic Plans Review

1. Go to www.nashville.gov on the far left hand side you will see three boxes titled LIVE, WORK and PLAY. Under the work box (in the middle), click on Development Services. Under the Departments box, click on CODES. When this tab is clicked you will get a list of available services online through the Codes Department. Click on the buzzsaw application link. This will take you directly to the application. Please fill it out and save to your desktop.
2. After filling out the application, get your DWF files in order. Make sure that the individual pages contain an electronic stamp, the page number and a descriptive name of each sheet which should match your index page.
3. In general, in order to be completed, the documents must depict the following:
The overall work required for the building project, including the architectural, structural, mechanical, plumbing and electrical systems.
Also, where applicable, compliance with the life safety as well as building, fire and handicapped accessible codes. **PLANS WILL NOT BE ACCEPTED ELECTRONICALLY WITHOUT ALL OF THIS INFORMATION.**
4. Attach your application and your drawing set to an email and send them to buzz.saw@nashville.gov

Note: E-Permit public site is a permit inquiry system which allows the public to view permit and application information online. To gain access and monitor the status of your review, follow these steps:

- a. www.nashville.gov
- b. Click Development Services (under the WORK BOX)
- c. Click How Do I... (under Development Services Home)
- d. Click Track Permits Online (under Apply for a Building Permit?)
- e. Access the E-Permit Inquiry System: Print Inquiry User Guide

5. After your plan set has been reviewed and all reviewers have signed off in KIVA (view through E-Permits), your plans will be ready for you to print.
6. If you have notifications set properly, you will be able to see that everyone has completed their review.

Note: All automated emails sent from the Permit System will be sent to the applicants email address; please notify PermitIssuance@nashville.gov for assistance in the event notices are not received.

7. You will need to contact the Permit Issuance Department at 615.862.6517 to pay for your permit and have your building permit placard printed.

In Buzzsaw under the permit number that was assigned to your set of plans there will be 3 tabs: Originals, Resubmittals, Permit Set. Go to the third tab (Permit Set). Your stamped set of plans can be found there. You must print this stamped set and keep them on the job site in case the inspector needs to see them.

General Information

Tenants shall provide Tenant Coordination with the permit tracking number assigned upon receipt of same via Buzzsaw verification process (Forward email confirmation to leross@simon.com).

Contact your Tenant Coordinator for additional information and/or assistance.

Plans must include the Tenant Mailing Address and a Location Key Plan.

The Department of Codes and Building Safety will share the Tenant electronic submission of drawings with the Fire Marshal.

See attached Application for Plan Submittal (Specific Project Information).

The use of permit expeditors is prohibited.

Plan Review Fees are paid when the Permit is picked up – City accepts checks, cash, credit cards.

All contractors must be registered with the Metropolitan Government of Nashville and Davidson County and licensed with the State of TN.

MEP Permits can be managed online via E-Permits (<https://permits.nashville.gov/kivanet/citizen/index.cfm>)

Contractors can register and obtain a User name and password by emailing KivaCitizenLogin@nashville.gov or may call Customer Service at 615.862.6248 with your company name, full address, telephone number, fax number and email address.

<h2>Application for Online Plans Submittal</h2>	<p>METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY</p> <p>DEPARTMENT OF CODES AND BUILDING SAFETY</p>	
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Please fill in the application below and attach electronic files of your plans to submit them for review. The plan files need to be submitted in DWF format. *When submitting plans, please combine all DWF files into one.* Note: This is a protected form and entries can be placed in each field by pressing the "Tab" key to position the cursor to the corresponding field.
Send form to: buzz.saw@nashville.gov

Name of Project	TENANT NAME; OPRY MILLS
Address of Project	TENANT OPRY MILLS MAILING ADDRESS, INCLUDING SUITE NUMBER
Map and Parcel Number	PARCEL NO. 17 AS SHOWN ON DAVIDSON COUNTY PROPERTY MAP NO. 73
Contact Name	FOR PLAN REVIEW & PERMIT PURPOSES
Contact Address	
Contact City, State, ZIP	
Contact Phone Number	
Contact Email Address	
Owner Name	TENANT NAME
Owner Address	TENANT CORPORATE ADDRESS
Owner City, State, ZIP	
Owner Phone Number	
Architect/Engineer Name	
A/E Phone Number	
Contractor Name	
Contractor Phone Number	
Contract Value or Construction Cost (if known)	
Scope of Work	

CONTACT TENANT COORDINATION FOR TENANT ADDRESS
PROVIDE TENANT PERMIT TRACKING NUMBER TO TENANT COORDINATION

<p>Buzzsaw is the electronic plan submittal and review product provided by the Metropolitan Government of Nashville and Davidson County.</p>	<p>Department of Codes and Building Safety Metro Office Building 800 2nd Avenue South, 3rd Floor Nashville, Tennessee 37210</p>
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<p>For additional information or assistance please contact:</p>	<p>Ronya Sykes ronya.sykes@nashville.gov (615) 880-2649</p>	<p>Wade Hill, AIA wade.hill@nashville.gov (615) 862-6520</p>
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**Opry Mills
Nashville, TN**

Health Department Plan Submittal/Permitting Process

(5/5/13)

Health Department is a separate entity. Landlord approval of plans is not required prior to Tenant submittal of plans to the Health Department.

Tenant shall submit drawings to The Metropolitan Health Department simultaneously with the submittal of plans to Landlord in accordance with the information below:

How to Submit Drawings for Plan Review

Submit (1) full size hard copy of the following to the Director of Food Protection Services: Equipment Plan and Equipment Schedule – Do not submit equipment cut sheets; There is no application form for submittal; Opry Mills Tenants must include the attached Transmittal in the package to Metro Public Health Department

Steve Crosier
Director Food Protection Services
Metro Public Health Department
311 23rd Avenue North
Nashville, TN 37203
615.340.5620 Office
Steve.Crosier@nashville.gov

Note: There are no plan review fees associated with the review of the equipment plan.

The Metropolitan Health Department has provided a comprehensive list of critical items to be aware of in the design and construction of the Premises—see below. The inspector will conduct multiple inspections throughout the course of construction and welcomes the opportunity for a preliminary inspection.

1. Walls in food preparation, handling, storage and utensil washing rooms must be of a light color, smooth, nonabsorbent and easy to clean.
2. Ceilings in food preparation, handling, storage and utensil washing areas must be of a light color, smooth, nonabsorbent and easy to clean (if a dropped ceiling is to be used, it must be vinyl coated).
3. Floors in bar, food preparation, handling, storage, service, restrooms and utensil washing areas must be smooth, nonabsorbent and easy to clean (tiled or other durable surface).
4. All wiring and plumbing must be installed behind wall.
5. All equipment must be sealed to the wall.

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6. Equipment must be installed at least six inches off floor or sealed to the floor.
7. All restrooms must be properly ventilated.
8. Provide protective covers over lights in the food preparation and handling areas.
9. Dish machine and all condensation drains must be air-gapped going into floor sinks or hub drains.
10. Provide a reduced pressure back flow preventer on water service lines upon entering building.
11. Provide a hand sink in every area where food is prepared or handled within 20 feet of all food handling and utensil washing areas.
12. Provide self closures on restroom doors and doors leading from the building.
13. Install a grease trap/grease interceptor. Installation and sizing must be approved by Metro Water & Sewer Dept. and Metro Codes Plumbing Division.
14. Provide an adequate garbage can cleaning area (area must be 24" x 24" with a six inch curbing and a floor drain).
15. Dish machine must be well ventilated as to properly remove steam vapor from the room.
16. Provide a hand sink behind the bar.
17. Provide a three compartment commercial sink **with drain boards at each end.** Sink must be seamless with rounded corners and is deep and wide enough to facilitate proper utensil washing provided with a swing faucet that extends to all three compartments of the sink.
18. Provide an adequate and effective hood and exhaust system over all deep fat fryers, broilers, griddles, ranges, steam cookers, steam-jacketed kettles, and similar equipment which produce comparable amounts of steam, smoke, grease, or heat; system must be approved by the Fire Marshal. The hood must have a six-inch overhang over all equipment.
19. All bare wooden surfaces must be made smooth, nonabsorbent, and easy to clean.
20. Provide approved drain boards for dirty and clean utensils on each side of dish machine; also provide a pre-wash or rinse sink for dirty dishes prior to entering the dish machine.
21. Realizing that potentially hazardous foods must be rapidly cooled to an internal temperature of 41°F, provide an adequate amount of cooling space facilities so that the cooling period shall not exceed four hours. In order to cool rapidly, large volumes of food must be broken down into smaller containers before being placed into the cooling equipment.
22. Provide a hard nonabsorbent surface for dumpster placement. NOTE: If there is a drain under the compactor/dumpster, it must be routed to the Grease Interceptor and the pad must be designed to prevent rainfall/runoff from entering the drain.
23. Provide vacuum breakers on all threaded faucets.

24. Ice that may come in contact with the customer must be served through a sanitary ice dispenser.
25. Provide an effective and adequate sneeze guard over all foods that may come in contact with the public.
26. Provide splashguards separating hand sinks, within the area of splash (approximately 18 inches), of food prep areas, utensil washing areas, and food equipment.
27. The food preparation sink must be indirectly connected to the sewer system (three compartment sink).
28. Provide an adequate supply of hot and cold water to all sinks during all periods of operation.
29. All refrigeration units must have the capacity to cool potentially hazardous foods rapidly to 41°F or below.
30. Provide vacuum breaker on hose reel downstream from cut off valve.
31. Provide atmospheric vacuum breaker on water line feeding garbage disposal.
32. Provide an adequate grease storage container to be placed on machine laid asphalt or concrete.
33. Metro Public Health Department Environmental Engineering Services (340-5604) must approve septic tank and overflow system. Please obtain approval before construction begins.
34. A licensed company or individual must conduct all Plumbing and electrical work.
35. All kitchen staff must attend one of the Metro Public Health Department's Food Safety Training Classes within 30 days of establishment opening date.
36. All remodeling work must be initiated in a manner to eliminate the possibility of dust, debris or contaminants getting into the active part of the facility.
37. If any changes are made to the layout of the original plan submitted, then a new floor plan will be required.

Inspections require minimum 48 hour notice and can be requested by calling 615.340.5620.

Contact your Tenant Coordinator for additional information and/or assistance.

Opry Mills
433 Opry Mills Drive
Nashville, TN 37214
CORP # 5221

THE MILLS

A SIMON® Company

Transmittal

To: Company:	Steve Crosier Director Food Protection Services Metro Public Health Department 311 23 rd Avenue North Nashville, TN 37203	From: Company:	
Phone:	615.340.5620		

We are sending:	<input checked="" type="checkbox"/> Attached	<input type="checkbox"/> Under separate cover	<input type="checkbox"/> Fax --	Pages	
Via:	<input type="checkbox"/> U.S. Mail	<input type="checkbox"/> DHL	<input checked="" type="checkbox"/> Fed Ex	<input checked="" type="checkbox"/> Courier	<input type="checkbox"/> 2 Day

Attachments	Description

Transmitted For:			
<input type="checkbox"/> Distribution	<input checked="" type="checkbox"/> Review & Comment	<input type="checkbox"/> Signature	<input checked="" type="checkbox"/> Action
<input type="checkbox"/> Use	<input type="checkbox"/> Record/Files	<input type="checkbox"/> Approval	<input type="checkbox"/> Other

Tenant Name:
Tenant Mail Address:

Tenant Contact Name:
Phone Number:
Email Address:

Architect Contact Name:
Phone Number:
Email Address:

Tenant Contractor Contact Name:
Phone Number:
Email Address:
