

# Residential Plan Requirements

January 29, 2016

It is the policy of the Department of Building and Zoning Services that all plans submitted in connection with an application for a permit shall be evaluated by the Plan Examiner to determine that:

1. Plans are neat and legible, reasonably clear and contrasting for later scanning, drawn to scale at a minimum 1/8" = 1' for architectural drawings, with a straight edge and on unlined paper which is durable (freehand sketches are not acceptable). All font must be a minimum 8.
2. Each sheet shall indicate the address of the project.
3. Plans show in detail the proposed work and differentiate clearly between new and existing construction and between new and existing use of all spaces.
4. Plans show all construction and other features regulated by Code in sufficient detail to determine compliance.
5. Plans involving alterations to structural elements of the building or structure are sufficiently detailed to determine structural soundness of the work. Design calculations may be requested by the Plan Examiner.
6. A minimum of two (2) exact duplicates, including HVAC, electrical and plumbing drawings.
7. The proper number of pages must be indicated (i.e. sheet 3 of 5).



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