

Building Permit Plan Format Checklist

In our efforts to enforce our requirements and create and maintain consistency of all plan submittals, the Department of Planning and Permitting has compiled a list of submittal requirements. This checklist is a combination of the regular requirements for paper plans with the ePlan system requirements, items 5 and 7a do not apply to paper submittals.

Complying with this format checklist and the Building Permit checklist (Residential & Commercial available on our website) will ensure your plans are complete and ready for submittal.

1. Complete Plot Plan Showing:

- a. Entire property
- b. All lot dimensions
- c. All driveway aprons (new & existing)
- d. Offsite utilities (utility poles, hydrants, etc.), Sidewalk infrastructure (catch basins, manholes)
- e. Location of work
- f. All existing structures with addresses
- g. Building setbacks
- h. Required yard setbacks
- i. Easements labeled
- j. All streets with names

2. Address:

- a. Provide legal registered address, as on record with the Department of Planning and Permitting

3. Color:

- a. Plans are black and white line drawings
- b. Plans don't contain photos
- c. Renderings and Logos are acceptable

4. Stamp Space:

- a. The top right corner is clear - 3.75"H x 5.75"W from edge of each sheet

5. File Naming Standard:

- a. Format: Sheet number followed by a short description of drawing (ex. A001 – First Floor Plan)
- b. Are less than 40 characters
- c. Consistent with sheet index
- d. Contain no special characters such as !@#%&*()’?/\|=+~[]{} }
- e. Acceptable special characters:
Hyphen and underscore

6. Scale:

- a. All applicable drawings and details are drawn to scale
- b. All applicable sheets have a typical graphic scale bar
- c. Scale provided matches drawing

7. Files/Sheets:

- a. Each sheet is its own file
- b. All sheets are same size
- c. All sheets in the same correct orientation (portrait or landscape)

8. Index:

- a. Index list matches sheets submitted
- b. Cross-referencing is consistent between – file name, sheet number, details, index, etc.

9. Title Block:

- a. On each sheet
- b. Includes – owner/project name, project address, TMK(s), brief project description

10. Numbering Standard:

- a. One alphabetical character that designates discipline followed by 3 numerical characters. (ex. A001 or S-101)
- b. Title sheet does not include an alphabetical character (ex. 000, 100)
- c. The numerical format can be sequential or in a series format