

REQUIREMENTS FOR SUBMITTING PLANS TO BE REVIEWED

ALL PLANS TO BE SUBMITTED IN PDF FORMAT IN ONE FILE. MULTIPLE FILES WILL NOT BE ACCEPTABLE. ALL RESTRICTIONS TO BE REMOVED. NO SCANNED COPIES WILL BE ACCEPTED. ALL PLANS MUST BE LEGIBLE FOR REVIEW OR WILL BE RETURNED TO SUBMITTER.

WHEN SUBMITTING REVISIONS, THE PRC# SHALL BE REFERENCED AND PDF SHALL BE TITLED AS REVISIONS.

ALL REVISIONS AND CORRECTIONS **SHALL BE CLOUDED**. WHEN SUBMITTING REVISIONS **DO NOT** SEND ONLY THE CORRECTED SHEETS. REPLACE SHEETS THAT HAVE BEEN CORRECTED AND SUBMIT THE COMPLETE SET OF PLANS AS REVISIONS.

PLANS SHALL BE STAMPED BY A DESIGN PROFESSIONAL, IF TOTAL PROJECT COST IS **UNDER \$200,000.00** OR IF TOTAL BUILDING SQUARE FOOTAGE IS **UNDER 3000SQ FT** A STAMPED SEAL WILL NOT BE REQUIRED. IF IT IS AN ADDITION TO A STRUCTURE BEING ADDED, THE EXISTING SQUARE FOOTAGE SHALL BE INCLUDED IN TOTAL SQUARE FOOTAGE.

PLAN SETS WILL INCLUDE THE FOLLOWING, (**STAMPED OR UNSTAMPED**) IF APPLICABLE.

- APPENDIX B
- SITE PLAN
- LIFE SAFETY PLAN
- BUILDING PLAN, IF APPL.
 - FOOTING & FOUNDATION DETAIL
 - FLOOR PLAN
 - ELEVATIONS

- ACCESSIBILITY
- RATED WALLS
- STRUCTURAL DESIGN (FLOORS, WALL, ROOF, ETC.)
- ENERGY REQUIREMENTS
- INTERIOR & EXTERIOR FINISHES
- ELECTRICAL PLAN, IF APPL.
 - SERVICE DIAGRAM (NEW OR EXISTING)
 - PANEL(S) DIAGRAM (NEW OR EXISTING)
 - DISCONNECTS
 - GROUNDING DIAGRAM (NEW OR EXISTING)
 - LOCATION OF ALL DEVICES AND EQUIPMENT
 - FIXTURES
- MECHANICAL PLAN, IF APPL.
 - UNIT INFORMATION (SIZE, CFMS, PLACEMENT, ETC.)
 - GAS DIAGRAM
 - ELECTRICAL CONNECTION
 - VENTING AND EXHAUST DIAGRAM
 - DUCT DESIGN
- PLUMBING PLAN, IF APPL.
 - WATER SERVICE & SEWER DIAGRAM
 - WATER SUPPLY DIAGRAM (MATERIALS, SIZE,ETC.)
 - BUILDING DRAIN DIAGRAM (MATERIALS, SIZE,ETC.)
 - VENTING DIAGRAM (MATERIALS, SIZE,ETC.)
 - FIXTURES
 - GAS DIAGRAM
 - DEVICES (SHUT OFFS, BLACK FLOW VALVES,ETC.)
- UL DESIGNS, STANDARDS, AND ANY MANUFACTURE INFORMATION.