

## **Plan Submittals**

### **DRAWINGS AND SPECIFICATIONS**

**REQUIREMENTS.** Two or more copies of specifications and of drawings drawn to scale with sufficient clarity and detail to indicate the nature and character of the work, shall accompany the application for a permit. Such drawings and specifications shall contain information, in the form of notes or otherwise, as to the quality of materials, where quality is essential to conformity with the construction codes. Such information shall be specific, and the construction codes shall not be cited as a whole or in part, nor shall the term “legal” or its equivalent be used, as a substitute for specific information. All information, drawings, specifications and accompanying data shall bear the name and signature of the person responsible for the design. Copies of drawings and specifications will not be accepted with the permit application unless specifically authorized by the design professional

**DESIGN PROFESSIONAL.** The design professional shall be an architect or engineer legally registered under the laws of this state regulating the practice of architecture or engineering and shall affix his official seal to said drawings, specifications and accompanying data, for the following:

1. All Group A, E, and I occupancies.
2. Buildings or Structures three stories or more high.
3. Buildings and structures 5,000 sq. ft. or more in area.

For all other buildings and structures, the submittal shall bear the certification of the applicant that some specific state law exception permits its preparation by a person not so registered.

**EXCEPTION.** Single-family dwellings (R-3 occupancy), regardless of size, shall require neither a registered architect nor engineer, nor a certification that an architect or engineer is not required.

**TITLE PAGE.** The cover page of the architectural plans must include all necessary and critical data for completing a thorough plan review. This page must include all owners’ information, all contractors’ information, and all project information. The project information must include:

1. Scope (description) of work.
2. All applicable construction code editions.
3. Construction Type, Use, and Occupancy Classification.
4. Square footage of each floor and basement areas.
5. Number of floors.
6. Allowable occupant load and required number of exits.
7. Zoning classification.
8. Indicate whether building is sprinklered or non-sprinklered.
9. Original stamp, date and signature from the design professional.
10. Page index.