Guidelines for Plan Organization and Sheet Identification

It is recommended that plans contain the following information and sheets in the following order to expedite the plan review process:

- **T** - Title sheet that includes:
  - Complete Sheet Index
  - Project description for the complete scope of work
  - Occupancy Group(s) per Building Code and square footage
  - Type of construction per Building Code (Note if building is Fire Sprinklered)
  - Owner’s name, address and phone number
  - Preparer’s name, address, phone number and license number
  - Address of the proposed work
  - Vicinity map
- **GN** - General notes sheet(s)
- **C** - Survey and Topographical plan prepared by a State Licensed Land Surveyor or authorized Civil Engineer (License Number below 33,966).
- **C1** through **C#** - Grading Plan. C sheets may include erosion control plan
- **SP** - Site plan sheet, specify the lot dimensions and distances from the building to property lines and projections.
- **A1** through **A#** - Architectural sheets consisting of the following:
  - First Floor Plan
  - Second Floor Plan
  - Roof Plan
  - Sections
  - Exterior Elevations
- **AD1** through **AD#** - Architectural detail sheet(s)
- **SGN1** through **SGN#** - Structural general notes sheet(s)
- **S1** through **S#** - Structural sheet(s) consisting of the following:
  - Foundation plan
  - First floor framing plan
  - Second floor framing plan
  - Roof framing plan
- **SD1** through **SD#** - Structural detail sheet(s)
- **E1** through **E#** - Electrical sheet(s)
- **M1** through **M#** - Mechanical sheet(s)
- **P1** through **P#** - Plumbing sheet(s)