

Plans Reference Sheet

[Building reference](#) |
 [Zoning reference](#) |
 [Electrical Reference](#) |
 [Plumbing Reference](#) |
 [EZ Permits \(No Plans Required\) Reference](#)

	Zoning	Building	Signs	Electrical	Plumbing
Size Limits	11x17 (minimum)	18x24 (minimum)	18x24 (11x17 w/o bldg. permit)	11x17 (minimum)	11x17 (minimum)
Technical Requirements	<p><u>Site plans showing:</u> Lot lines All building dimensions Number of stories Curbs and sidewalks Any roads bordering property Parking spaces, if applicable Landscaping, including trees Yards, including all dimensions</p> <p><u>For construction or increase in units, site plans also showing:</u> Rated construction Egress Plumbing/mechanical fixtures applicable to the construction or use</p> <p><u>Elevation plans</u> are also required for new construction, additions, demolition, and decks (refer to building plans for these requirements)</p>	<p>Requirements vary, but most types of building permit will require a site and elevation plan, and some will require a rendering</p> <p><u>Plans should generally show:</u> All applicable codes All loads that may affect design Design calculations for new construction and load-bearing additions Soil type for new construction Rated construction Egress and all doors Lot lines for new construction Mechanical systems (e.g., sprinkler heads or HVAC) for plans altering them All building dimensions Floor space in sq. ft.</p>	<p><u>Site Plan showing:</u> Lot lines and streets Proposed sign dimension Proposed sign location(s)</p> <p><u>Elevation Plan showing:</u> Building dimensions Location of sign</p> <p><u>Rendering showing:</u> Sign size relative to building Sign dimensions marked on sign face Sign weight Description of fasteners used for sign mounting</p> <p><u>You have to get plans stamped by an architect/engineer if the sign is very large or heavy</u></p>	<p><u>Site plans of entire building showing:</u> Labeled rooms All doors/egress Ceiling types and ratings Wall types and ratings (e.g. 8" cement masonry block wall)</p> <p><u>Engineer's seal required for:</u> Install or service upgrade w/ connected load of min. 100 K.W./400 amps Alterations that change occupancy class or path of egress For special occupancy buildings (e.g., gas stations) with connected load of min. 50 KW/200 amps</p>	<p><u>Site plans showing:</u> Building dimensions Water distribution and piping with all details necessary to define systems being installed Room and floor numbers Fixtures and their location Slopes, where applicable Drains Sealing for rated construction</p> <p>For complicated apparatuses, diagrams of the fixtures involved may be necessary</p> <p><u>Essentially: show how everything works, seals, and drains; and where each pipe and fixture is located in the building</u></p>
Scale	Engineer: 1" = 10, 20, 30, 40, 50, 60, 100' Architect: 1/16; 1/8; 1/4; 3/16	Drawn to any scale	1" = 10, 20, 40, 50, 60, or 100'	Not less than 1/16, 1/8 or 1/4	Drawn to any scale
Plans Required for...	<p>Lot line relocation, including subdivisions and consolidation New construction, additions, and partial demolition of buildings Decks Fencing exceeding allowable limitations Pools Increase in the number of dwellings units in a structure (note: this is not the same as increasing the number of <i>people</i> in the structure: it means you're renovating to create new units) Parking lots</p>	<p>New construction of any sort Alterations <i>except</i> interior one-family alterations Additions Demolition <i>except</i> of interior, non-load-bearing walls/partitions Change in occupancy (note: the Certificate of Occupancy is technically a Building Permit) Installation or modification of fire suppression or mechanical systems</p>	<p>All signs <u>except</u> for those:</p> <p>Flat-mounted, protruding less than a foot, beginning 12' high max., ending 15' high max., under 36 ft. sq., 12' max. length (any direction), 7 lbs./sq. ft. max. weight, able to withstand 90mph wind for 3 seconds min., under \$25,000 total cost, and not in the Historical District. (Got it?)</p>	<p>New construction (except one- and two-family) Additions Alterations that involve a change in occupancy or path of egress in areas greater than 2000 sq. ft. Fire Alarm Systems Total Rehab of areas greater than 2000 sq. ft. (except one- or two-family dwellings) Hospitals, Gasoline Stations Special Occupancies</p>	<p>New construction (except one- and two-family) Additions (except one and two-family) Alterations in residential occupancies with 5 (five) dwelling units or more. Alterations/repairs in other spaces greater than 2,000 sq. ft. (unless installing 7 fixtures or less) Site Drainage</p>
Copies	Some City documents say 6 copies, but 3 in practice	6 in some City Docs, but 3 in practice	6 (3 copies each of the zoning and building plans; if you have one set for both, print 6)	3	Not specified
Anything Else?		For a complete list of Building Permits that do <i>not</i> require exceptions, see the EZ Permits tab	Three Pictures of Existing Conditions at Property		