

Minimum Standard for Construction Drawings:

Please do not skip reading this—it is important!

This notice is for guidance and not everything below will apply to all projects. Plans do not automatically have to be drawn by an architect, but it does help.

If you are unsure which things below apply, call us; but at heart, all plans need to do two things:

- 1. Meet current Building Code, and**
- 2. Not leave any guesswork at the inspections**

1. Drawings must be marked either **For Permit** or **For Construction** or similar language. Plans will be rejected if marked with language like: "Preliminary Drawings", "Not For Construction", "Bid Drawings".
 2. Drawings must include the following data:
 - a. Date the drawing was made and if it was revised, those dates need to be shown too.
 - b. Address of the project and either the project title or the name of the building owner.
 - c. If an **RDP** (*Registered Design Professional like an architect or engineer*) made the drawing, a title block (usually on the edge of the drawing page, away from the floor plans, etc.) including their name and contact information including Firm Name if applicable is needed.
 - d. Energy Efficiency Code, which are you planning to follow? Links to your Code options are here for you:
 - Commercial new build: You have four options: [§C401.2](#) incl. [State amend.](#)
 - Commercial existing work: It depends: [§C501.4](#).
 - Residential new build: You have three options: [§R401.2](#)
 - Residential existing work: It depends: [§R501.4](#).
- Energy efficiency design drawings/narratives/description for all structures must include the following:**
- * Show on the plans where and what type of insulation is going to be installed
 - * Which one of the energy code compliance options this project will follow
 - * Insulation materials and their R-values
 - * Fenestration (windows/doors) U-factors & Solar Heat Gain Coefficients (SHGC) calculations
 - * Area-weighted U-factors & Solar Heat Gain Coefficients (SHGC) calculations
 - * Air sealing details
 - * The following may be submitted under the mechanical or wiring permit as applicable:
 - * Mechanical system design criteria
 - * Mechanical/water service heating systems, sizing, and efficiencies
 - * Equipment & system controls

* Duct and pipe sealing and insulation and location; inside or outside the thermal envelope

-For Commercial projects, all the above must be included, plus the following:

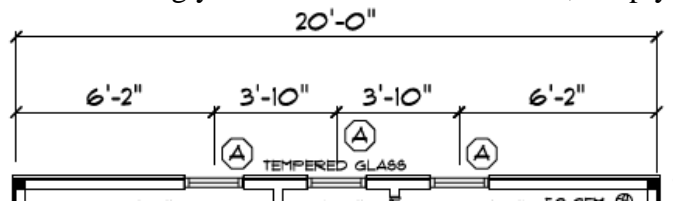
- * Economizer description
- * Fan motor horsepower & controls
- * Lighting fixture schedule with wattage & control narrative
- * Location of daylight zones on floorplans

e. If the drawing was prepared by an RDP, both wet seal and electronic seals are just fine. The drawing doesn't have to be stamped (ex. homeowner build project or simple construction). But no matter who drew the plans, the name/initials of the author or drafts-person is needed.

- Plans must be submitted in PDF or a similar means by email or directly to the online permit portal. Paper submissions are not encouraged but can be accepted if 11x17 or smaller.



- All plan submissions must be scaled. A scale looks like this
If that is something you are not comfortable with, simply mark the drawing similar to



this:

- Individual drawing pages must be legible and must make it clear:
 - Where in the building the work is happening (story and/or area within building),
 - What kind of drawing it is (framing, floor plan, HVAC, etc.),
 - If there's more than one page, please number them, and
 - Project name or number if there is one.
- A short narrative describing the scope of work is needed either on the drawings or on a separate page and should match the permits description of work. Ideally this will be what's called a Code Analysis. The narrative needs to tell us what Codes and standards your project is going to follow:
 - **Commercial Buildings** (i.e. anything **other** than 1 family, 2 family, or townhouses) must follow:
 - The Commercial Building Code; (IBC) International Building Code 2018 as amended by the State, or
 - The Existing Structures Code in the IBC linked here: [SBC-1 §3401.3](#), or
 - The State Rehab Code for applicable existing structures; see [Ch. 20.1 §101.1 linked here](#) for where this Code is available for use.
 - **Residential Buildings** (i.e. 1 family, 2 family, and townhouses) must follow
 - The Residential Building Code (IRC) International Residential Code 2018 as amended by the State Chapters 1-34 for new construction, or
 - The International Residential Code (IRC) Appendix J for renovation of an existing residence, linked here: [SBC-2 Appendix J §AJ101.3](#)
- If you plan to build an addition or change how much land will be covered, a plot plan showing dimensions (*measurements*) is required so it's clear how close the new work is

to both the property line and other existing structures. What needs to be on your Plot plan is provided for you here at this link: [Plot plan minimum requirements](#)

- If you're working on a Townhouse (*3 or more attached homes that are open on at least 2 sides*) that structure must be investigated and evaluated by an **RDP** (*Registered Design Professional like an architect or engineer*) unless specifically waived by the Building Official.
- Initial Project Certification Affidavits (***128 Inspection***) from the engineer(s) of record if required; *SBC § 27-.7.3-128.1.1 (c), § 23-27.3-128.2.2, and SBC-1 Ch. 17*. If a Special Inspector is being used, please identify the Special Inspector Group or Individual and forward their resume (see IBC Ch. 17).
- If the work is going to include popping holes in a fire rated wall or floor, we need a Firestop Submittal Package detailing the Firestop System(s) to be used. **A Firestop System is not just "red stuff" piped into the hole.** The firestop system is a set of drawings showing the walls/floors you are actually building or altering along with the hole and what's in the hole, including the "red stuff", mineral wool, or whatever the design requires. The goal is to maintain the walls' fire rating after the wires and pipes and ducts are run through them.
- Plans that are already submitted and need to be revised (ex. SK drawings) must show the addendum/plan revision history:
 - Changes need to be clouded and clearly show the date of the change/addendum.
 - Each addendum needs to be scaled and clearly reference the project number/address/story location, etc. If the addendum is a single detail, it doesn't have to be the entire page.