



Resilient Environment Department

BUILDING CODE DIVISION | BUILDING PERMITTING

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Recommended Guidelines to Organize and Submit Construction Plans:

(FBC 107.2) Please follow the recommended instructions to organize construction plan drawings for new application submittals, corrections, and revisions:

- Provide 2 identical sets of plans.
- Sets must be bound together.
- The index should match the order of the sheets.
- Each superseded sheet should be individually marked “void” in the lower right-hand corner.
- Each replacement sheet should be placed on top of its voided sheet.
- Ensure all sheets are wet signed and sealed.
- Ensure all superseded sheets are in the plans in their proper place.
- Ensure all comments have been addressed.

If submittals do not follow these guidelines, the plans will not be accepted. Please follow the above steps to correctly submit the construction plans.

