

3 sets of plans are required for residential additions and remodel applications. 5 sets of plans, 2 of which will be required to be stamped and wet-signed by the appropriate architect or engineer, are required for all new residential construction.

Please note the following:

Document cover sheet shall include the project address, name of owner, date of the plans, the designer's name and address, square footage of existing structure, square footage of proposed addition, applicable building codes, occupancy classification and construction type.

Architectural, structural and/or civil plans and documents shall be stamped and wet-signed by the appropriate architect/engineer.

The minimum paper size shall be 18" x 24". NOTE: Rough sketches will not be accepted.