

- 1. Each different plan shall fill a minimum 8 1/2" x 11" sheet of paper (No graph paper please).
- 2. Plans and notes shall be legible.
- 3. Did you remember to:
- Show all property lines and the distances of all structures to those property lines.
- Show all streets and alleys.
- Show all buildings and/or structures on the property, existing and proposed and the distances between those buildings and/or structures..
- Provide all of the information requested in the sample title block on each page.
- 4. Three copies of the plot plan are required for all Building Permits.
- 5. Planning Department Approval must be obtained prior to Building Permit application/issuance.

## Requirements Continued:

- 6. Indicate the scale and show a North Arrow on each plan sheet.
- 7. For security fence permits ask for a Fire Department letter about "Knox Systems."
- 8. For proposed gas, electrical, and plumbing improvements, show meter locations, conduit or pipe size, number of wires, and breaker and wire sizes and their respective locations for each of the trades.

