

## PLANS MUST BE IN THE FOLLOWING ORDER:

**G for General Sheets: Cover sheet, plan index, and location plans.**

**A for Architectural drawing**

**C for Civil drawings**

**S for Structural**

**M for Mechanical**

**E for Electric**

**P for Plumbing**

**IR for Irrigation**

**L for Landscaping**

**DERM approved plans**

### STAMPING PLANS FOR SUBMISSION

You should have two sets:

**ONE SET-** for the TOWN and it should be stamped with the TOWN STAMP (**BLUE STAMP**)

**SECOND SET-** for the JOB and it should be stamped with the JOB STAMP (**RED STAMP**)

**BOTH SETS** should be stamped on each page with the SIGNATURE STAMP (**BLUE BIG STAMP**)

**VOIDING PAGES:** When voiding any page in the sets fold the corner of the end and staple it and stamp it with the VOID STAMP with the date it is being voided. You will then insert the correct page on top of the page being voided. NOTE: Do not remove any pages out of the sets.

**CORRECTION:** If voiding paged see above instruction how to void if applicable. Stamp new pages with the RECEIVED STAMP and date submitting. A Narrative Summary is required when submitting a correction/ revision.

**BRAB SUBMISSION:** Stamp every page except the application which only needs the first page stamped with the BRAB stamp with the BRAB meeting date. Each package shall consist of an application, survey, warranty deed, civil documentation and drawings as required. The plans shall be sized as follows: one set 11" x 17", and the other full size set 24" x 36" and 1 CD containing all drawings marked with the address. The landscape submittal should be in a separate sets.