

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, mark it with a VOID STAMP and the date of voiding. You will then insert the correct page on top of the page being voided. NOTE: Do not remove any pages from the sets.

CORRECTION: To void pages, follow the instructions above. Stamp pages that have been received with the RECEIVED STAMP and the submission date. When submitting a correction or revision, it is necessary to provide a Narrative Summary.

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: (2) set 11" x 17", and the full size set 24" x 36" (only required for landscaping) and 1 USB containing all drawings marked with the address. The landscape submittal should be in a separate sets.