

MEMORANDUM

TO: AFFECTED BUILDERS, CONTRACTORS, AND ENGINEERS
FROM: MARK D. WORKMAN, PE
GREGORY E. COLVIG, CBO
RE: PLAN SUBMITTALS
DATE: March 17, 2011

To increase efficiency and reduce confusion, the Public Works Department has established the following guidelines for plan submittal. The Public Works Department is available to answer any questions about this policy by phone at (509) 338-3220 or (509) 338-3213.

ACCEPTABLE PLAN SIZES

<i>Structure/Item to be permitted:</i>	<i>Required No. of Copies*</i>	<i>Minimum Size:</i>	<i>Maximum Size:</i>	<i>Minimum Scale:</i>
<u>Engineering Submittals:</u>				
Site Plans	7	8½" x 11"	24" x 36"	1" = 40'
Construction Drawings (preliminary)	3	11" x 17"	24" x 36"	1" = 40'
Construction Drawings (final)	3 + 1 archive reproducible	11" x 17"	24" x 36"	1" = 40'
Grading Plans	4	11" x 17"	24" x 36"	1" = 40'
<u>Protective Inspections Submittals:</u>				
Single-family or duplex	2	11" x 17"	24" x 36"	1/4" = 1'
Multi-family (triplex or larger)	3	24" x 36"	30" x 42"	1/8" = 1'
Industrial structures	3	24" x 36"	30" x 42"	1/8" = 1'
Commercial structures	3	24" x 36"	30" x 42"	1/8" = 1'

*Additional sets may be requested.

All plans must be submitted in paper format; electronic submission is not allowed.
Mirror-image plans will not be accepted.