

# Preliminary E-Plan Submittal Standard

## BDS General Comments:

The City of Springfield Missouri has adopted the International Code Council's version of codes:

2018 Family (Including but not limited to IRC, IBC, IEBC, IMC, IPC, IFG 2017 NFPA NEC

2012 IECC (until January 1<sup>st</sup>, 2023, then it will be 2018 IECC)

ICC A117.1-2009

2014 ICC 500 Standard for the Design and Construction of Storm Shelters

## **Sheet Sizes:**

Construction Plans: 24x36, Leave a 2x2 blank space at the top right of the sheet for the BDS Approval Stamp.

Upload in Landscape Orientation. Need to have a scale bar on each sheet (for detail if of different scale than sheet scale)

Specifications and/or Reports: 8 ½ x 11, Upload in Portrait Orientation. BDS Approval Stamp will be placed on cover sheet only if uploaded as stacked document, otherwise if individually uploaded all will be stamped.

## **File Type:**

Construction plans: Single page files using .dwg, .dxf, .jpeg, or .pdf file types. Note: The .pdf file type is a converted file type, not scanned or utilizing a print to a pdf writer. Scanned plans are acceptable but need to be readable and searchable. They will still need to be in the .pdf file format and be print ready.

## **Submitted Plan Sheets:**

- a. Please be sure drawings are stamped with a Missouri Architectural or Engineers Seal with date and signature, as necessary.
- b. Upload each plan sheet as an individual file with a unique file name.
- c. The sheet file name/number must be included within the file name.
- d. Please keep file names short in length.
- e. When re-uploading plan sheet, keep file name the exact same as original file name uploaded, in order to version correctly.
- f. Duplicate files will be deleted by this department upon resubmit.
- g. **All submittals must include a cover sheet with an index for the plan set**

## **Revision**

Each Revision must have the Revision Date on Title Block

Must have Cloud (Bubble) and be in red

Revision Letter noting all changes

Discipline Letters:

OCS – Cover Sheet/Index Note: 0 is a zero not an O

A – Architectural

C – Civil

S – Structural

M – Mechanical

E – Electrical

P – Plumbing

MEP – Combination of Mechanical, Electrical, & Plumbing

SU – Site Utilities

LS – Life Safety (Egress Travel Plan)

ESC – Erosion and Sediment Control

L – Landscaping

FP – Fire Protection

SV – Survey

**Required Drawings: Drawings required, if applicable, for each project.**

a. Dimensioned site plan / property lines

b. Code summary sheet

c. Architectural

d. Civil

e. Structural

f. Life safety sheet (Egress Travel Plan)

g. Foundation plans

h. Mechanical plans

i. Electrical plans

j. Plumbing plans

k. Gas plans

l. **Deferred submittals allowed:**

m. Fire suppression

n. Engineered Trusses

o. Required 3<sup>rd</sup> party inspections listed.

p. Letter of intent from an approved 3<sup>rd</sup> party inspection company. (Required prior to issuance of permit, if applicable)

q. pre-engineered metal building certificate. (Required prior to issuance of permit, if applicable)

Construction Plans: Discipline Letters, Sheet Numbers; Example A010 or A1.01

## **US NATIONAL CAD STANDARD**

### **Components of the Sheet Number**



There are three components that make up sheet numbers in a set of construction documents. The first two letters, the discipline designators, identify the construction discipline that the sheet covers - architectural sheets, plumbing sheets, structural sheets, etc. The third digit, the sheet type, is a number that represents the type of

drawings that are on the sheet - plans, sections, details, schedules, etc. The final two digits, the sequence numbers, are numbers that simply place the sheets in order.

Each component is explained in more detail below.

## Discipline Designators

### AD107

The discipline designator helps to identify the type of work that is included on the sheets. Since sheets are distributed to the different sub-contractors in the field, it is helpful for the drawings to be organized by discipline. Therefore, the plumbing contractor can easily take a set of "P" drawings, which has all of the plumbing drawings (plans, schedules, details, etc.), and they will not have to sift through the unrelated electrical or structural drawings.

The discipline designator can be a single letter or a double letter. Very large or complex projects will want to make use of the double-letter designations to help sub-divide each discipline further. For instance, on a complex hospital job with hundreds of sheets, it may be helpful to separate the electrical lighting drawings from the electrical power drawings. On a small residential project with a few dozen sheets, it is probably easy to have the lighting and power on the same sheet or sequential sheets.

The following table (from the U.S. National CAD Standard) indicates the primary (single) letter designations that may be used and the order that the disciplines should take. In this case, a hyphen shall be inserted in place of the secondary discipline designator so that the format remains. The second letter designators can be found in the US National CAD Standards.

<u>DESIGNATOR</u>	<u>NAME</u>	<u>ADDITIONAL DESCRIPTION</u>
Cover Sheet		
G	General	Sheet list, symbols, code summary, etc.
H	Hazardous Materials	Abatement, handling, etc.
V	Survey / Mapping	
B	Geotechnical	
C	Civil	
L	Landscape	
S	Structural	
A	Architectural	
I	Interiors	
Q	Equipment	
F	Fire Protection	
P	Plumbing	
D	Process	
M	Mechanical	
E	Electrical	

W	Distributed Energy	
T	Telecommunications	
R	Resource	Existing conditions / buildings
X	Other Disciplines	
Z	Contractor / Shop Drawings	
O	Operations	

## Sheet Types

### AD107

The Sheet Types designator takes the drawings of a single discipline and organizes them. Drawings are always organized from most general to most specific or specialized. Since plans are most helpful to see the overall design of the project, they come first. Elevations and sections are a bit more specific and come next followed by details and schedules, which are the most specific type of drawings. The following table aligns with the U.S. National CAD Standard.

DESIGNATOR	NAME
0	General: Symbol legend, abbreviations, general notes
1	Plans
2	Elevations
3	Sections
4	Large Scale Drawings: plans, elevations, sections (NOT details)
5	Details
6	Schedules and Diagrams
7	User Defined
8	User Defined
9	3D drawings: isometric, perspective, photos

## Sequence Number

### AD107

The final component of the sheet number is the two-digit sequence number, which is between 01 and 99. The sequence numbers do not have to be sequential so that space may be left within the set for future additions.

Example Sheet Numbers

<u>NUMBER</u>	<u>SHEET DESCRIPTION</u>
AD107	Architectural Demolition Floor Plan, seventh sheet
A-204	Architectural Elevations, fourth sheet
I-316	Interior Section, sixteenth sheet

QH601	Hospital Equipment Schedule, first sheet
FA601	Fire Alarm Diagrams, first sheet
P-102	Plumbing Floor Plan, second sheet
MH402	Large Scale HVAC Drawings, second sheet
MP501	HVAC Piping Details, first sheet
EP110	Electrical Power Plan, tenth sheet
EL103	Electrical Lighting Plan, third sheet
T-505	Telecommunications Details, fifth sheet
RA102	Architectural Existing Building Plan, second sheet

**Fee Work Sheet (Commercial and Residential): *Work sheet is estimate only.***

Available @ the City Web Site, <https://www.springfieldmo.gov/163/Building-Development-Services>

**Signs:** Require a separate permit application. Point of contact: BDS Plan Reviewer

**Residential Permits:**

Point of Contact: Rodney Wurgler 417-864-1076

**Address Assignment:** As required

Point of Contact: Plan Review Specialist

**Flood Plain Information:**

Point of Contact: Brock Rowe 417-864-1074