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<th>Division:</th>
<th>Plans Examination</th>
<th>Policy &amp; Procedure</th>
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<td>NUMBER OF PLANS REQUIRED FOR SUBMITTAL</td>
<td>Effective Date: 05/01/2007</td>
<td>N/A</td>
<td>Revised Date: 08/13/2013</td>
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   Submitted to Plans Examination (4 copies):
   - Permit Set
   - Records
   - Design professional
   - Inspections

2. Master Exit Plan

   Submitted to Plans Examination (2 copies):
   - Permit Set
   - Records

3. Complex Commercial Project with QAA

   Structural (3 sets):
   - Contractor
   - Records
   - QAA contractor

   Architectural (3 sets):
   - Contractor
   - Records
   - Inspections

   Mechanical, Plumbing and Electrical (3 sets):
   - Contractor
   - Job site
   - Records

4. Large Commercial Project with QAA – Not Phased

   Complete Plans (3 sets):
   - Contractor (job site)
   - Records
   - QAA
5. Small Commercial Project with or without QAA
   Complete Plans (3 sets):
   - Contractor (job site)
   - Records
   - QAA

6. Residential Project
   Complete Plans (3 sets):
   - Contractor/Owner/Builder
   - Records
   - Discard 3rd set

7. Residential Standard Plans
   Complete Plans (Always 3 sets):
   - Owner/Developer
   - Records

8. Commercial or Residential Addition or T.I.
   Complete Plans (2 sets):
   - Contractor/Owner
   - Records

9. Grading Plans
   Complete Plans (2 sets):
   - Contractor
   - Records

Revision History:

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Approved by: Ronald L. Lynn, Director
Concurred by: Gregory J. Franklin, Assistant Director