



CITY OF NEWPORT BEACH

COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING DIVISION

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Guidelines for Plan Organization and Sheet Identification

It is recommended that plans contain the following information and sheets in the following order to expedite the plan review process:

- 1) **T** - Title sheet that includes:
 - Complete Sheet Index
 - Project description for the complete scope of work
 - Occupancy Group(s) per Building Code
 - Type of construction per Building Code (Note if building is Fire Sprinklered)
 - Owner's name, address and phone number
 - Preparer's name, address, phone number and license number
 - Address of the proposed work
 - Vicinity map
- 2) **GN** - General notes sheet(s)
- 3) **C** - Survey and Topographical plan prepared by a State Licensed Land Surveyor or authorized Civil Engineer (License Number below 33,966).
- 4) **C1** through **C#** - Grading Plan (City Drainage and Grading plans shall not be used as the site plan.) C sheet may include erosion control plan
- 5) **SP** - Site plan sheet
- 6) **A1** through **A#** - Architectural sheets consisting of the following:
 - First Floor Plan
 - Second Floor Plan
 - Roof Plan
 - Sections
 - Exterior Elevations
- 7) **AD1** through **AD#** - Architectural detail sheet(s)
- 8) **SGN1** through **SGN#** - Structural general notes sheet(s)
- 9) **S1** through **S#** - Structural sheet(s) consisting of the following:
 - Foundation plan
 - First floor framing plan
 - Second floor framing plan
 - Roof framing plan
- 10) **SD1** through **SD#** - Structural detail sheet(s)
- 11) **E1** through **E#** - Electrical sheet(s)
- 12) **M1** through **M#** - Mechanical sheet(s)
- 13) **P1** through **P#** - Plumbing sheet(s)
- 14) **SH** – Shoring plan