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This Assistance Bulletin only applies to property within unincorporated Snohomish County and does not apply to property within incorporated city limits.

# General Standards for Plans and Drawings - Building Permits

Assistance Bulletin

# # 112

Added January 2018

[WWW.SNOCO.ORG](http://WWW.SNOCO.ORG)

Keyword: Assistance Bulletins

**Q:** What is the purpose of general standards for plans and drawings for building permits?

**A:** It is in the applicant's best interest to provide submittal drawings that are clear, consistent, and of a quality that demonstrates complete compliance with all applicable codes. This ensures the plan reviewer has the best opportunity to complete the submittal review in the shortest time frame possible.

**Q:** What are the minimum drawing quality standards?

**A:** Drawings must be easy to read and free of extraneous information or markings.

- Line-weight must provide sufficient contrast with the background and other drawing elements.
- Font Size for submittal specific text shall be a minimum of 10 pt, 3/32" for CAD drawings, with a sufficient clarity. 'Boilerplate' text may be per applicant's standard.

**Q:** Are there any specific drawing scale requirements?

**A:** Yes, please refer to the following list when considering your drawing scale.

- The minimum allowed scale for submittal drawings is 1/4" = 1'.
- The use of a 1/8" = 1' scale for full building floor plans, exterior elevations, or building sections is acceptable when unit plans, core plans, detail plans, detail sections, and detail elevations are provided at the minimum scale of 1/4" = 1'.
- It is preferred that match lines and separate plan sheets are used when necessary to provide acceptable drawing quality and clarity in lieu of over-crowded drawings.
- A smaller scale may be acceptable in certain cases. Please contact a Building Plans Examiner for specific approval prior to submittal.

**Q:** Are there any specific drawing size requirements?

**A:** Yes, please refer to the following list when considering your drawing size.

- All building plan submittals shall be fully dimensioned.
- The minimum acceptable sheet size is 11"x17" for residential permit applications, 22"x34" (ANSI-D) for complex commercial applications.

*This section is continued on the next page.*

This bulletin is intended only as an information guide. The information may not be complete and is subject to change. For complete legal information, refer to Snohomish County Code.

- Smaller sheet sizes for commercial permit applications may be acceptable in certain cases. Please contact a Commercial Building Plans Examiner for specific approval prior to submittal.

**Q:** Are there any specific drawing orientation or layout requirements?

**A:** Yes, please refer to the following list when considering your drawing orientation and layout.

- All drawings must match the layout of the structure as depicted on the submitted site plan.
- A title block, of a similar size and layout across all design disciplines, should be located on the right-hand side of each page. This title block should include the page numbers.
- A north arrow shall be provided on all architectural site plan and building floor plan sheets.
- Elevation and section views shall be labeled as North, South, East, and West as appropriate.

**Q:** What are the electronic submittal requirements for structural plan and drawing submittals?

**A:** Please see [Assistance Bulletin #111](#) for specific electronic submittal requirements.

**Q:** Where paper plan submittals are allowed, are there any paper plan specific requirements?

**A:** Yes, please refer to the following list if preparing paper plans for submittal.

- Paper must be of suitable heavy type, such as bond paper.
  - Attachment of required information to plan sheets with clips, tape, glue or staples is prohibited.
  - Font Size for submittal specific text shall be a minimum of 10 pt with a clarity equivalent to, or better than, the theme fonts Arial, Gill Sans, or Tahoma. 'Boilerplate' text may be per applicant's standard.
  - Pencil drawings and microfilm copies of plans are not acceptable.
  - Full size photocopies of *original* design drawings are acceptable, including those stamped and signed by a registered design professional.
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