Metropolitan Area Building and Construction Department.

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Examples:

EXAMPLE INDEX OF SHEETS	NAME THE FILES
CVR – COVER SHEET	001 COVER
CODE 1 – SITE CODE PLAN	002 CODE 1
CODE 2 – CODE PLAN	003 CODE 2
C1.0 – SITE PLAN	004 C1.0 SITE PLAN
A1.0 – FLOOR PLAN	005 A1.0 FLOOR PLAN
S1.0 – STRUCTURAL	006 S1.0 STRUCTURAL
M1.0 – MECHANICAL	007 M1.0 MECHANICAL
P1.0 – PLUMBING	008 P1.0 PLUMBING
E1.0 – ELECTRICAL	009 E1.0 ELECTRICAL

1. File Names

Continue to include an index on your cover sheet and name each sheet according to accepted practice. In order to keep the files in the indexed order, please name the files in sequential order as shown in the example.

2. Character Limit

File names are limited to 40 characters.

3. Sheets

Each sheet must be a single file. All drawings must be uploaded as separate files to the drawings folder and must be the same size. The only exception to this would be spec books, pre-engineered metal building plans and other supplemental information. Please load these items in the documents folder.

4. Border Standards

Make sure you have left space for the MABCD approval batch stamp. The space needs to be completely blank on all drawings and should be a minimum of a 3" square. The empty space should be just inside a ¾" top margin and just inside a 3" right side margin. This should not interfere with most title blocks along the right edge of the plans.
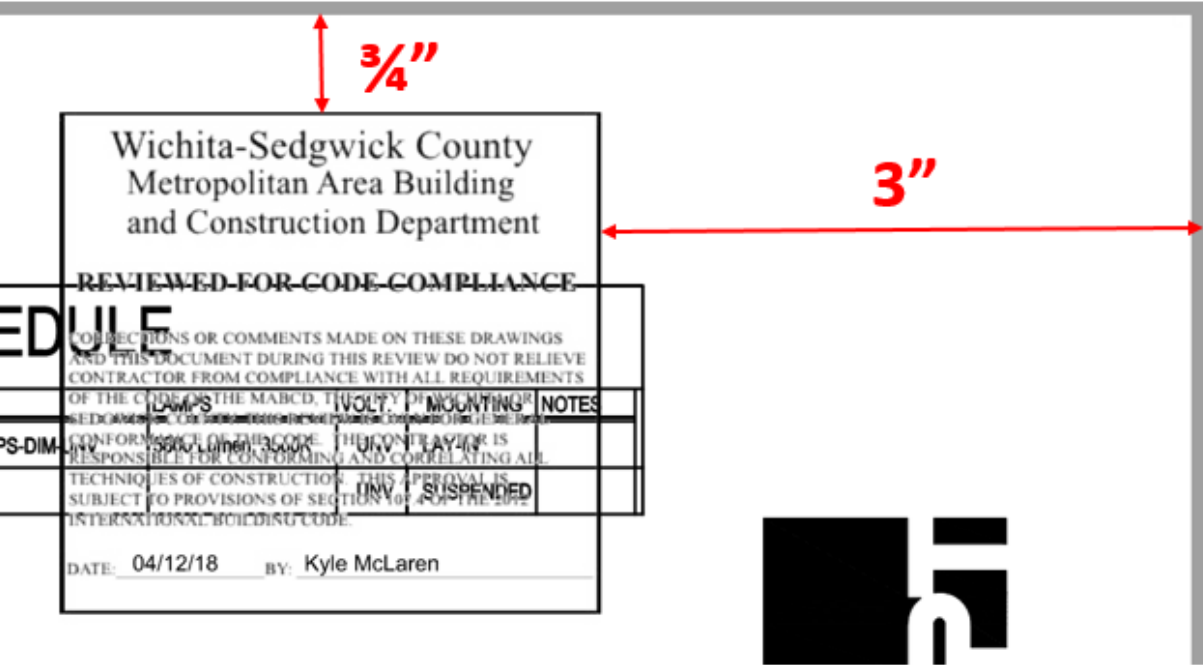
5. Scale Standards

Make sure each sheet has a graphic scale bar and is drawn to scale. When more than one scale is used on a sheet, a separate graphic scale must accompany the applicable detail.

6. Plot Plan

Review your site plan. A complete plot plan – showing lot dimensions, location of driveway(s), proposed work, distance from property lines and other buildings, setbacks, easements, streets and structures for the entire property – is required for all new construction and addition submittals. Plot plan should include a north arrow and scale bar.

Here is where the batch stamp will be located.
In this example, there was information in this area that had to be moved.