

Drawing Standards for Plan/Work Applications

Checklist of Graphic Standards

General Standards

- Provide and submit one (1) unbound set of plans with wet ink signatures and stamps.**
Only one (1) set of plans shall be submitted at initial filing. This set will be used for plan examination and other reviews. Upon approval, two additional sets shall be submitted. The approved review set will become the DOB record set and will be used for scanning purposes. The second set is to be kept at the site; the third is for the applicant's records.
Exceptions:
 - Submit three (3) unbound sets at initial filing for applications for the professional certification of construction documents that do not include a ZDI form and are not Alteration Type I or subdivision applications;
 - Submit three (3) unbound sets at initial filing if an applicant has a history of receiving no objections for a particular type of submission;
 - Submit two (2) unbound sets of plans at initial filing for any application that includes a ZDI form.
 - Submit four (4) unbound sets of plans at initial filing for full demolition applications.
- Wet ink signatures and stamps shall be black, dark blue, or dark brown.**
- Drawing set hierarchy:**
All building code and zoning information required for each drawing set (including but not limited to project descriptions, location maps, building code classification statements, energy analyses, special and progress inspections, lot diagrams, surveys, and zoning information and analyses) shall be located on the title sheet of the construction documents, or on the sheet or sheets immediately following any title sheet.
- Drawing sets for new buildings and alterations:**
Drawing sets shall include a **multidisciplinary** set of construction documents, including but not limited to complete and coordinated architectural, structural, excavation and earthwork, plumbing (including sprinkler and standpipe work), and mechanical plans, in addition to an energy analysis. Related submissions for the following work types or work must be filed separately under separate job numbers and reference the new building or alteration application by name and description or job number on the first sheet of the drawing set submitted: fire alarms, range hood fire suppression systems, fire protection plans, places of assembly (Certificates of Operation), second curb cuts, building paving plans, and signs. Construction equipment, cellular antenna, marquee, and awning applications may be filed separately, but must also reference the new building or alteration application with the above notation.

Drawing Set Standards. All drawing sets shall include the following information:

- An Index to all drawings in the submitted set sorted by discipline;**
All sheet titles and numbers in the drawing index shall match the individual drawing sheet titles and numbers.
- A material symbol legend;**
A material symbol legend showing all material symbols used on the drawings.
- A symbol legend;**
A symbol legend showing all identity symbols (e.g. symbols for valves, fire alarms, etc.), line symbols (e.g. property lines, center lines, etc.), and reference symbols (e.g. detail indicators, column grids, section indicators, elevation indicators, revision clouds or bubbles, partition types, door numbers, etc.) used on the drawings.
- A list of abbreviations showing all abbreviations used on the drawings.**

Drawing Sheet Standards

- Sheet sizes:**
The maximum size of all sheets submitted shall be 36" x 48". The minimum size of all sheets submitted, including surveys submitted by licensed land surveyors, shall be 11" x 17". (Note: DOB prefers sheet size 24" x 36" if practical.)
- All drawings must be drawn to scale.**
Each scale used must be represented in both written and graphic formats.
Exceptions:
 - Drawings for illustrative purposes only such as floor area breakdowns and plumbing riser diagrams may be drawn without scale, but must include the notation "NTS."
- Drawings must include all dimensions required to demonstrate code and zoning compliance.**

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Drawing Sheet Standards (continued)

- Plans must include a north arrow; all plans, including key plans, shall be oriented to match.**
Exceptions:
 - Location maps that employ a NYC Zoning Resolution Map, or portion thereof, shall appear at the same orientation as in the NYC Zoning Resolution.
- All spaces on plans must be clearly identified and labeled.**
- All drawings must clearly distinguish between new (proposed) and existing construction.**
 Existing construction to be removed must be clearly identified and graphically indicated.
- All notes, lettering, and dimensions shall be a minimum of 1/8" tall if handwritten or a minimum of 3/32" tall if computer generated.**
- Post Approval Amendments (PAAs):**
 All changes made to previously approved drawings shall be graphically outlined or bubbled per professional practice standards and marked with the PAA's corresponding revision number or decimal. Prior to filing any Post Approval Amendment, all graphic outlines and bubbles that were used to identify changes made in previous PAA applications shall be removed.
- Work shown not in the application's scope:**
 Any work shown on a drawing sheet that is not included in the plan/work application's scope of work shall be indicated by notes and graphic representation in such a way that it is clear that the work is not part of the application for approval/acceptance.
- All drawing sheets must include a title block. See "Title Block Standards" below.**

Title Block Standards. All sheets must include a title block that minimally includes the following:

- DOB Building Plan Identification Number located on lower right side of each sheet;**
 Includes discipline designator, drawing reference number, and revision decimal, e.g. A-411.07.
- Page number located on lower right side of each sheet (e.g. 1 of 10);**
- Sheet or drawing title (identifying the floor or floors if applicable);**
- Project name and address;**
- Revision block;**
 Tabular record of all approved/accepted post approval amendments including numeric designation, date (of approval/acceptance), and description. Each sheet's revision block shall reflect amendments/changes made to that sheet only.
- Registered design professional of record's name, business name, and address;**
- Wet ink signature and stamp of registered design professional of record;**
- Owner's name and address;**
- Names and addresses of all registered design professionals of record for the subject project's set of drawings;**
- Designated space for DOB BSCAN sticker (minimum 1" H x 3" W);**
 If space is not provided within the title block, a minimum of 1" H x 3" W of clear space must be provided on the lower right hand portion of each sheet.
- Designated space for DOB employee stamps and signatures (minimum 3" x 3");**
 If space is not provided within the title block, a minimum of 3" x 3" of clear space must be provided on the lower right hand portion of each sheet.
- All required information in title blocks shall appear in the same location on each title block.**
Exceptions:
 - Cover sheets prepared for illustrative/decorative purposes may show the required information in varying locations except for the DOB Building Plan Identification Number and the page number, both of which must appear on the sheets' lower right side.