



General Standards for Plans and Drawings

November 2017

PLEASE NOTE: Informational Bulletins should not be used as substitutes for actual codes and regulations. Detailed information regarding codes and regulations can be obtained by calling the Code Administration Division at 307-721-5271.

Drawing Quality

- Drawings must be easy to read, photocopy and microfilm.
- Lines and lettering must be dark enough to provide good contrast with the paper. Lettering must be at least **1/8" high**.
- Paper must be of blueprint quality on standard drafting paper. Tissue paper, graph paper, poster board and cardboard are **not** acceptable.
- All plans must be drawn to scale.
- Plans must be drawn to scale with straight lines. Free-hand drawings may not be accepted.

Paper Size

- Minimum 8 1/2" x 11". Maximum 41" x 54".
- All drawings or sheets must be one size. Do not attach information with clips, staples, tape or glue.

Minimum Scales

Site plan	1" = 20' or 1/16" = 1'-0" (1:250 or 1:200)
Floor plan	1/8" = 1'-0" (1:100)
Elevations	1/8" = 1'-0" (1:50)
Details	1/4" = 1'-0" (1:50)
Sections	1/4" = 1'-0" (1:50)

Exceptions are made for unusually large buildings or sites. Contact the Code Administration Division for details.

Identification required

All drawings must have an address, legal description and project name on it. Drawings

must have the name of the person who prepared it, along with the name, address and telephone number of the owner.

Plans that do not meet the minimum standards may not be reviewed. Inadequate plans could delay your project.

Professionally Prepared Plans

Plans for commercial buildings over 4,000 square feet, buildings over three stories in height, residential buildings with five or more dwelling units, foundations in areas with poor soils, and manufactured components must be professionally prepared. The building official may require other engineered plans as deemed necessary. Land surveys and drainage plans must be professionally prepared.

Please contact the Code Administration Division if you have any questions about plans or drawings.