



Format & Design Standards

1. Format

- All drawings must be original drawings in ink on white bond paper or photocopied reproductions.
- Diazzo (blueline) prints will not be accepted.
- White out will not be accepted. Changes must be clearly made with a strike out and correction, dated and initialed by the person making the change. If drawings cannot clearly be corrected using this method, they must be redrawn.
- Plans submitted to be reviewed and approved will be the plans used for construction. Therefore, plans marked "Not for Construction" or similar notations will not be accepted.

2. Paper Size

- Drawings must be submitted on 11" x 17", 18" x 24", or 24" x 36" sheets.
- All sheets in a drawing set must be the same size and sequentially labeled and dated.
- Revisions must be clearly marked.

3. Scale

- All scale sizes must be standard architectural or engineering scales.
- Site plans must be drawn at 1" = 20' or larger scale.
- Floor plans, elevations and sections shall be drawn at not less than 1/8" = 1' scale and must be dimensioned.
- Details must be drawn at a scale large enough to clearly illustrate the particular detail, with a minimum scale of 3/4" = 1'.

4. Reproducibility

- All drawings must be clear, accurate, legible and high-contrast. Contrast must be sufficient to permit archival photographic or digital reproduction.

5. Architectural & Engineering Professional Seal(s)

- Residential Construction: Structures that do not conform to the Conventional Light-Frame Construction Design Provisions of 2006 International Residential Code Section R301 must be designed by a licensed architect or engineer.
- Commercial Construction: Alterations or additions to structures larger than 4000 square feet and multi-family buildings with five or more units are required to be designed by a licensed professional architect, per RCW 18.08.410.
- Drawings and structural calculations prepared by a professional architect or engineer licensed to practice in the State of Washington must be signed and sealed by the architect or engineer, per WAC 196-24-095.
- Submittals prepared by design professionals must include at least one set of plans with original seals and signatures (additional sets may be copies).
- Structural details shall not be hand-drawn or superimposed upon architectural floor plans prepared by others.
- Structural drawings shall be free of extraneous architectural details.
- Structural details presented elsewhere in the drawings or on documents other than structural drawings shall be reviewed by the design professional and corrected or revised as necessary to eliminate inconsistent or contradictory information, specifications or details.
- One set of structural calculations supporting the plans and details shown in the structural floor plans must include an original seal and signature.