

COVER SHEET GUIDELINE

Project Name
Planning Board Cases
Zoning Classification
Zoning Master Plan and Use
 Plumbing Fixture Count
 Allowable Height
 Total Site Area
 Building ISR/FAR
 Total Parking Spaces
 Number of HC Spaces

Design Professional Title Block
 Architect
 Engineer
 Contact Person Name, Phone, Fax

Project Description:
Site Plan
 Vicinity Map
 Key Plan

Sheet Index by Discipline:
Applicable Codes and Standards:
Wind Load Design Statement per FBC1603.1.4
 1. Basic Wind Speed
 2. Wind Importance Factor
 3. Wind Exposure
 4. Enclosure Classification
 5. Components and Cladding – PSF Design Pressure

Use and Occupancy Classification:
General Building Height and Area Analysis:
 Table 503 Allowable Height and Area
 Type of Construction
 Building Height
 Number of Stories
 Area (SF Bldg Area, Per Floor)

Section 504 Height Modifications
 504.2 Automatic Sprinkler Increase

Section 506 Area Modifications
 506.3 Automatic Sprinkler Increase
 Area (Bldg Area per Floor)

Required Fire Resistance Rating For Bldg Elements
 Structural Frame
 Bearing Walls (Exterior/Interior)
 Non-Bearing Walls (Exterior/Interior Partitions)
 Floor
 Roof

Exterior Wall Fire Separation Distance
Exterior Wall Opening Protection Requirements
Gross Floor Area Summary by Floor
Means of Egress
 Occupant Load by Floor
 Egress Width per Occupant Analysis by Floor
 Min. Door Width
 Min. Stair Width
 Min. Corridor Width
 Min. Number of Exits
 Common Path of Travel
 Exit Remoteness Analysis
 Exit Access Travel Distance
 Exit Corridor Fire Resistance Rating
 Maximum Dead-End Corridor Distance
 Exit Enclosure Fire Resistance Rating

Interior Finish Classification by Element
 Walls, Ceilings, Exits, Corridors, Floors

Min. Number of Required Plumbing Fixtures M/F
 Water Closets
 Lavatories
 Drinking Fountains

Revision List
 Revision Number
 Revision Date

This Guideline is to provide the design professional with a listing of pertinent information to be placed on the cover sheet to allow plans examiners ready access to the information most needed to insure code compliance thus affording the possibility for a more expeditious plan review. This cover sheet guideline is for guidance only and may not include all the pertinent information critical to your project. Additional information may be needed or non-applicable information may be left off.