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Development Services Plan Cover Sheet Templates

Use these standard cover sheets for submitting plans for the project type listed. They include all the standard language needed for submitted construction documents. The purpose of the Cover Sheet Templates is not to replace the Project Submittal Requirements contained in the City's Land Development Manual. The information contained in the Cover Sheet Templates pertain primarily to the Building Development Review (BDR) disciplines. Simply add the needed project information to the predefined location and refer to the plan set in the sheet index.

Correct use of these templates can reduce the number of plan corrections returned by the Development Services Department. Altering the cover sheets -- other than adding information where specified -- may result in corrections being required before the plans can be approved.

NOTE: Submitted plans must be at least 24x36 inches. Plans on smaller-sized paper are not accepted.

These cover sheets are provided in two formats: AutoCAD for customers with this software (or [download the free viewer](#) for Windows users); and in Portable Document Format (PDF) for viewing using Adobe Acrobat Reader.



The following documents are available for viewing in Portable Document Format (PDF) using [Adobe Acrobat Reader](#).

Plan Cover Sheet Templates

- **Tenant Improvement Project:** Used for submitting plans for tenant improvement projects. Download [titleTI.dwg](#) (AutoCAD: 158K) or [titleTI.pdf](#) (PDF: 226K).
- **Commercial Project:** Used for submitting plans for constructing commercial buildings. Download [titleCOM.dwg](#) (AutoCAD: 147K) or [titleCOM.pdf](#) (PDF: 329K).
- **Residential Project:** Used for submitting plans for constructing residential buildings. Download [titleRES.dwg](#) (AutoCAD: 176K) or [titleRES.pdf](#) (PDF: 329K).

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