GUIDELINES FOR THE PREPARATION OF ARCHITECTURAL PLANS

1. The minimum size of the Architectural Plan shall be 508 mm x 762 mm (20” x 30”) in 5 blue/white prints. Bigger plans are acceptable for bigger floor areas. All plans shall contain the following:

   a. 150 mm x 50 mm name plate or title block as specified by the National Building Code at the right portion of the plans.
   b. Location Plan / Vicinity Map drawn in true North orientation and drawn to scale.
   c. Site Development Plan showing technical description, boundaries, orientation and position of proposed building structure in relation to the lot, set backs, open patio existing building within and adjoining the lot shall be hatched and distances between the proposed and existing building shall be indicated.
   d. Perspective drawn at a convenient scale and taken from a vantage point (Bird’s eye view or eye level).
   e. Floor Plans drawn to scale of not less than 1:100 showing gridlines, complete identification of rooms or functional spaces.
   f. Elevations drawn to scale as floor to floor height, door and window marks, type of material and exterior finishes.
   g. Architectural Plans indicating minimum floors areas for rooms / functional spaces as per NBC.
   h. Reflected ceiling plan.
   i. Details the forms, elevation and section
   j. Details of other Major Architectural Elements.
   k. Architectural Interiors/Interior design.

2. All plans shall be signed by professional Architect or Civil Engineer
3. All plans shall be signed by Applicant/Owner.