

Drawing Requirements for Plan Submittal to the City of Monroe

All plans are to include drawings for the scope of work being performed during construction. Any plans with work not included in the submittal set may result in a failed submittal or inspection at any time. All plans are to be computer drafted and of easily legible quality. See below for general requirements for drawings to be included in the submittal. Please note on plans if the project does not include the scope of work that may necessitate any specific drawing.

Drawing Requirements –

- **Site Plan** – indicating property setbacks, property lines, existing buildings, and adjacent buildings
- **Life Safety Plan** – including information such as building type, building occupancy, door swing clearances, fixture clearances and counts, exit signs, fire walls, and egress paths
- **Demolition Plan**
- **Floor Plan**
- **Elevations** – indicating exterior finishes, window locations and sizes, and door sizes
- **Building Schedules** – including information such as window types, window details, door types, door details
- **Foundation Plan** – with information including foundation details
- **Electrical Plan** – with information including light switches, outlet locations, smoke alarm locations, doorbell chimes, etc.
- **Framing Plan** – indicating beam sizes and spacing
- **Roof Plan** – indicating roof slopes
- **Plumbing Diagrams** – indicating riser locations, vent stacking, and sloping as needed
- **Building Details** – Including additional information needed for constructability

Residential –

New Construction – All general requirements **except** the *Life Safety Plan and Demolition Plan*

Addition – All general requirements **except** the *Life Safety Plan*

Remodel – All general requirements **except** the *Site Plan, Life Safety Plan, Roof Plan, Foundation Plan (unless alterations are included), and Building Details*

Commercial –

New Construction – All general requirements **except** *Demolition Plan*

Tenant Infill – All general requirements **except** *Roof Plan*, and *Foundation Plan*

Remodel – All general requirements **except** *Roof Plan*, *Foundation Plan* (unless alterations are required), and *Building Details*

All Residential plans need to be digitally submitted in 11x17 or greater format to the City of Monroe Inspections Division at the email below.

All Commercial plans need to be digitally submitted in no less than 18x24 format to the City of Monroe Inspections Division at the email:

Monroe.Inspections@ci.monroe.la.us

As well as a hard copy submitted to:

Inspections Division

3901 Jackson Street – P.O. Box 123

Monroe, La 71201