



April 6, 2006

**MEMORANDUM**

**Bulletin G-05-06**

To: All Permit Applicants

From: Thomas H. Goldsbury, P.E., C.B.O., Chief,  
Building Inspection Division

**Subject: Packaging of Drawings:**

In order that we may process your permit applications in a more expeditious manner I am requesting that you provide your plans packaged in the methods stated below. With the volume that we receive we need to be able to identify the plans without unfolding or unrolling. Thank you for your assistance.

**ROLLED DRAWINGS: Commercial and Residential**

Rolled drawings shall be rolled starting at the left hand binding border and rolled "outside" with printed matter showing and so that the right hand side of the drawings is always visible when rolled. When there is a title block on the right hand side of the drawings (either running vertical up the sheet or in the lower right hand corner, as most drawings are presented), the title block shall be visible when rolled. **Do not roll "inside" with printed matter concealed.**

**FOLDED DRAWINGS: Commercial and Residential**

Folded drawings shall be folded "outside" with printed matter showing and so that the bottom right hand side of the drawings is always visible. When there is a title block on the right hand side of the drawings (either running vertical up the sheet or in the lower right hand corner, as most drawings are presented), the title block will be visible when folded. **Do not fold "inside" with printed matter concealed.**

**Xc:** James Schock