ID 40
Residential Design

General Notes
Title Sheet and Index
Cross-reference Symbols
Title Sheet

All plan sets include a Title sheet. It usually features a site plan, a drawing index, and the name of the project.

The title block on all of your sheets will also need to be completed.
Draw a guideline at the center of your drawing area.

Using graphite, mark the center top and bottom of your site plan.

Align the lower edge of the site plan immediately above the lower border of your vellum. Line up the center marks with your guideline.

Adhere the Site Plan to the vellum.

The lines you see are drawn after you adhere the plan to the vellum.
Adding Borders:

To create a finished appearance, draw profile weight lines on the three remaining sides.

The top line extends to the edge of the drawing area to the right and encloses the space that will be used for the Drawing Index.
Adding Titles:

Add “SITE PLAN” AND “DRAWING INDEX” titles.
Select a font size that matches the scale of the vellum size.
Select a simple font style…clear, clean, and professional.
Drawing Index:

This is the order in which your drawings will appear in the set.

Each drawing is numbered with an “I” indicating they are Interior drawings. (This is the only case where you will have cross bars above and below the letter).

The order of plan placement is arbitrary, with some guidelines.

<table>
<thead>
<tr>
<th>DRAWING INDEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>I-1</td>
</tr>
<tr>
<td>I-2</td>
</tr>
<tr>
<td>I-3</td>
</tr>
<tr>
<td>I-4</td>
</tr>
<tr>
<td>I-5</td>
</tr>
<tr>
<td>TITLE SHEET</td>
</tr>
<tr>
<td>DRAWING INDEX</td>
</tr>
<tr>
<td>SITE PLAN</td>
</tr>
<tr>
<td>CONSTRUCTION PLAN</td>
</tr>
<tr>
<td>WITH LEGEND</td>
</tr>
<tr>
<td>REFLECTED CEILING PLAN</td>
</tr>
<tr>
<td>WITH LEGEND</td>
</tr>
<tr>
<td>FINISH PLAN</td>
</tr>
<tr>
<td>WITH LEGEND</td>
</tr>
<tr>
<td>INTERIOR ELEVATIONS</td>
</tr>
<tr>
<td>CABINET SECTION</td>
</tr>
</tbody>
</table>
Plan Set Title:
(Use 1” Font Size or Larger)

- Center the title in the drawing space.
- Options for lettering:
  - Hand traced lettering. May or may not be poched.
  - Rub-on letters, available at art and stationery stores. Always use drafting tools for correct alignment.
  - Computer-generated lettering. Select a simple, business-like font style. (Remember that you cannot blueprint when you use this technique!)

- It is your choice.
Title Block

- Fill in the “drawn” and “job” sections.
- “Scale” reads 1/4” = 1’-0” on all sheets with two exceptions:
  - Title sheet: No Scale
  - Elevations sheet: As Shown
- The sheet number is typically 1/2” lettering. All other lettering is 1/8”.
- Always indicate the total number of sheets.
The title of your project is typically lettered with 1/4” text.

The address of your project is lettered in 1/8” text. (Remember to use the proper spacing when you change lettering sizes).

It’s also a good idea to include: a company logo, business card, and/or contact information for your design firm. Affix the image just above the “Date” block. (Use a profile weight line to delineate the area).

Center the Project Name in the remaining space...
When there is more than one scale on a page, place the scale used under each drawing title....
Elevation Symbols for Construction Plan:

The arrow of the elevation marker points to the view it describes.

The horizontal line of the triangle aligns with the viewing plane.

Poché the triangle area. Keep the triangle edge as close to the circle edge as possible.

The “I-5” is the page number where the elevation drawing is located.

The circle size should be no smaller than 3/8”, with lettering 1/8”. 

90 degree angle
Multiple Elevations:

To combine elevations with a common viewing plane, the symbol looks like this example.

The numbers for the elevations are placed outside the symbol and correspond to each particular viewing plane.
Naming Elevations

Interior elevations are named according to the compass direction. If you are facing north when you look at the wall, it is the North Elevation.
Elevations Approach:

- You may include all your elevations together on a single page, but...
- Typically, elevations are separated by room.
- For example—one bathroom elevation may include:
  - Isolated floorplan view drafted at 1/4” scale.
  - Elevations of important walls at 1/2” scale.
  - Enlarged details of tile layout designs at 1” to 3” scale.

All of these views would be included on a single page. Noting the scale under each drawing is very important...
Elevation Titles:

- Provide a title under each elevation/view included on a page. Include the scale notation.
- Allow enough space around the elevation to accommodate any necessary dimensioning.
- Run a guideline from the left edge of the elevation to align the title. Use a 1/2” template for the circle.
General Notes:

- General Notes are provided in a plan set to:
  - Communicate expectation.
  - Promote accountability for all parties.
- Often placed as a single entry at the beginning of the plan set.
  - Can be separated by category, and placed on the appropriate pages.
- You have been given several examples of common General Notes.
  - Review the materials and make your own decisions.
General Notes:

- Often considered a “boiler-plate” document.
- Most firms will have a standardized version which can be downloaded from the computer:
  - Separate versions of General Notes will be used for Residential vs. Commercial projects.
- As you review your hand-outs, determine which Notes are appropriate to your final project.
  - Determine which layout approach best answers your needs.