Permit drawing sheet index

Print and fill by hand | Sheet coordination and revision checklist

Use your building department's current checklist to decide what is required. This organizer does not establish requirements, verify a design, or replace professional review.

Project / address: _____

Department checklist / revision / date: _____

Prepared by: _____ Set revision / date: _____

1 Map each requirement to a sheet or supporting document

Use exact items from the department checklist. Add pages as needed. Status: **open** = unresolved; **draft** = prepared, not checked; **checked** = organizational review only.

Department item / reference	Sheet ID / title	Prepared by	Rev / date	Status

2 Check the exported set, not just the drawing view

- ☐ Every required item above has a sheet/document reference or a recorded open question.
- ☐ Sheet IDs, index entries, detail callouts and referenced documents match.
- ☐ Window/door tags, dimensions and revision changes agree across affected sheets.
- ☐ Project identifiers, revision dates and existing/proposed labels are consistent.
- ☐ PDF page size and stated scale follow the department instructions; text is readable.
- ☐ Required professional work and unresolved design/code questions are referred for review.

3 Keep unresolved coordination items visible

Illustration only: A1 labels window W1 as 3'-0" wide; A2 lists W1 as 4'-0". Record the mismatch, verify the intended design/source, then update and recheck both. The example does not specify a suitable window.

Issue / source to verify	Affected sheets	Owner / next step	Closed / date