SANDY SPRINGS
COMMUNITY DEVELOPMENT

Master Sheet Index Guide

All construction drawings submitted for Plan Review are required to contain a ***Master Sheet Index*** that includes a list of every sheet number and the corresponding title. This includes all construction drawings and discipline sheets that are submitted for plan review. A Master Sheet Index ensures a complete set of required drawings can be reviewed, approved, and stamped by City Staff for every submittal and resubmittal.

The Master Sheet Index is traditionally included on the architectural cover page or similar pages. If the Master Sheet Index is not included on the drawings, a City of Sandy Springs Master Sheet Index will be accepted provided it is included in the first page of the drawing submittal package PDF.

Drawings that do not contain a Maser Sheet Index will be considered an incomplete submittal and will not be accepted by staff for review. The applicant will be required to resubmit all sheets at every submittal and resubmittal and update the Master Sheet Index accordingly.

SAMPLE MASTER SHEET INDEX	
C-001	Civil General Notes
C-101	Site Plan
C-102	Erosion Control Plan
C-501	Erosion Control Details
A-001	Architectural General Notes
A-101	First Floor Plan
A-102	Second Floor Plan
A-201	Elevations
A-301	Wall Sections
A-501	Details
S-001	Structural General Notes
S-100	Foundation Plan
S-101	First Floor Framing Plan
S-102	Roof Framing Plan
S-301	Wall Sections
S-501	Foundation Details
S-502	Framing Details
M-001	Mechanical General Notes
M-101	First Floor HVAC Plan
M-501	HVAC Details
E-001	Electrical General Notes
E-101	First Floor Electrical Plan
E-501	Electrical Details
P-001	Plumbing General Notes
P-101	First Floor Plumbing Plan
P-501	Plumbing Details

Recommended Sheet Numbering & Sheet Naming Convention:

Although not specifically required by the City, many standard AIA and construction contracts require the use of the United States National CAD Standard (NCS) that, among other things, establishes a sheet numbering and sheet naming convention for all construction drawings. It is strongly encouraged that this naming convention is used to coordinate building design data consistently allowing streamlined communication among owners, reviewers, and design/construction project teams. Additional information about the NCS can be found on the United States National CAD Standard website.

The following tables are the sheet numbering and naming convention guidelines from the NCS:

1.3.1 Standard Sheet Identification

The sheet identification format is applicable to both manual and CAD drawing production. It is consistent, yet flexible enough for a wide range of project scopes. The UDS sheet identification format depicted here includes the following components:

- the **discipline designator**, consisting of one alphabetical character and a hyphen or two alphabetical characters.
- the **sheet type designator**, consisting of one numerical character
- the **sheet sequence number**, consisting of two numerical characters

The one- or two-character discipline designator identifies the sheet as a member of a subset. A sheet type designator that identifies the type of information on the sheet is followed by the sheet sequence number.

Sheet ID Name Format

A	**A**	N	N	N

Discipline Designator

A	A	**N**	N	N

Sheet Type Designator

A	A	N	**N**	**N**

Sheet Sequence Number

***A** = alphabetical character*
***N** = numerical character*

LEVEL 1 DISCIPLINE DESIGNATORS	
G	General
H	Hazardous Materials
V	Survey/Mapping
B	Geotechnical
C	Civil
L	Landscape
S	Structural
A	Architectural
I	Interiors
Q	Equipment
F	Fire Protection
P	Plumbing
D	Process
M	Mechanical
E	Electrical
W	Distributed Energy
T	Telecommunications
R	Resource
X	Other Disciplines
Z	Contractor/Shop Drawings
O	Operations

SHEET TYPE DESIGNATORS	
0	**General** (symbols legend, notes, etc.)
1	**Plans** (horizontal views and combination Plan & Profile)
2	**Elevations and Profiles** (vertical views)
3	**Sections** (sectional views, wall sections)
4	**Large-Scale Views** (Scaled up reproductions of plans, elevations, Δ or sections that are not details)
5	**Details**
6	**Schedules and Diagrams**
7	**User Defined** (for types that do not fall in other categories, including typical detail sheets)
8	**User Defined** (for types that do not fall in other categories)
9	**3D Representations** (isometrics, perspectives, photographs)

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Master Sheet Index Template

This form is only required if a Master Sheet Index **is not** already included on the construction drawings cover sheet. Include all sheet numbers and sheet names for all discipline sheets.

Project Information	
Permit Number	
Project Address	

Sheet Number	Sheet Title

Please combine the construction drawings into a single PDF with the Master Sheet Index on or as the first page. All pages should be in the same landscape or portrait orientation (not a combination of the two) and submitted at https://build.sandyspringsga.gov.