



MPSS: Minimum Plan Submission Standards

What are MPSS?

Minimum Plan Submission Standards are guidelines designed to ensure the information provided by the permit applicant is accurate, comprehensive, and within specific boundaries.

These standards are in place to guide the permit applicant to minimum acceptable standards which apply to a variety of residential and commercial projects. **MPSS** guidelines are designed to help applicants when applying for a permit. These guidelines will help minimize any 'surprises' regarding declined permit applications during the review process.

MPSS requirements provide uniformity and minimum standard for conveying information about a construction project, on the plans, to communicate with the plans examiner that the project meets the minimum code requirements for the jurisdiction. The plans examiner determines if the **Scope of Work** and **Construction Documents** are eligible for review based on the MPSS.

Construction Documents

The following are requirements for **Construction Documents** submitted:

- Must meet International Code Conference (**ICC**) standards.
- Must meet National Fire Protection Association (**NFPA**) standards.
- Must meet published standards, laws, regulations, and local ordinances.
- If hand-drawn documents are submitted, they must be in English and legible.

These minimum standards convey to the plans examiner a level of proficiency and assists the permit applicant with establishing an accurate materials list to meet code minimums. This process helps save the permit applicant construction time delays, costly repair bills, and maintenance from the start of construction.

Scope of Work

The plans examiner will assess the **Scope of Work** and the submitted **Construction Documents** for a project to receive a plan review. The submittal of complete Construction Documents is crucial for an examiner to review a plan. If the Scope of Work and the Construction Documents meet the MPSS, the plans examiner will review the plan and a determination will be made based on the ability of the project to meet the adopted codes and amendments.

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Failure to Meet the MPSS

If a project fails to meet the outlined **MPSS**, the **Construction Documents** will not be reviewed, and a notice is applied to the project in the permit file. The project cannot advance to the plan review stage. This does not void the project unless the permit applicant specifically states in writing their intent to void the project.

Why Did My Project Fail?

The two most common reasons a project can fail to meet the **MPSS** are:

- The permit applicant did not provide enough information in the **Scope of Work**.
- The information cannot be interpreted on the **Construction Documents**.

Please note that permit applicants may use the services of a registered design professional at any time. It is not the responsibility of ATS to direct a permit applicant on how to create a Scope of Work or Construction Documents on any project.

Deferred Submittal or Phased Construction:

ATS does not consider **Deferred Submittals** or **Phased Construction** as an MPSS failure. There is no time limit on Construction Document resubmissions, however, please note that a jurisdiction may adopt new codes and amendments. These changes may alter future plan review comment(s).

Prior to approval of the building plan, the items listed on the report must be addressed, and revised documents must be submitted for review. Payment of all fees to all agencies is required to obtain plan and permit approval.

Please provide a complete plan set of updated plans and a comment response letter detailing how each comment was addressed. Provide all documents in digital formats (.pdf file type) only. Send responses to the applicable jurisdiction. If plans are multiple sheets, please combine into one (1) digital .pdf plan file. Send complete plan sets. Do not divide.

Please review this document before submitting your permit application for review in order to ensure that your plans can be reviewed by our plans examiners and your project can move forward.