

Description	N/A	✓	Notes
1. Use same drawing (sheet) size and title block layout for <i>all</i> drawings in the project set, including drawings prepared by landscape architect, engineers or other consultants (if some consultants prefer to use their own title block layout, they may do so, provided all the following information is included in their title block and their drawing size is the same as the architectural drawings)			
2. Project name/address <i>same on all drawings</i> , including drawings prepared by consultants			
3. Project number			
4. Date: same date on all drawings, including drawings prepared by consultants			
5. Three columns:			
a. the first headed ISSUED FOR stating reason for issuing drawings, for example: permit application/client approval/bidding/addenda/contract/construction/change order, etc.			
b. the second column headed DATE			
c. the third for the INITIALS of the person responsible for the issuance			
6. Drawing (sheet) title			
7. Drawing (sheet) number + revision suffix <i>as required</i>			
8. Scale of plot or paper copy; <i>use additional graphic</i> scale on any drawings which may be reduced			
9. Revision details:			
a. revision number			
b. date			
c. general description			
d. initials of originator			
10. Name/address/e-mail address/telephone and fax numbers of architect's office (in Ontario, name of the holder of the Certificate of Practice must appear)			

Description	N/A	✓	Notes
11. Architect's logo <i>optional</i>			
12. Names or initials of CAD technician or draftsman and person checking drawing			
13. Space for north point on relevant drawings only (site plan, key plan, floor plans, etc.):			
a. if the angle of the building on the site is such that the orientation of a side is not readily apparent, add an arbitrary "project north" point, aligned parallel to the building, beside the correct "true north" point			
14. Location diagram with portion of building plan cross-hatched, showing which part of floor is on sheet: required only if entire building plan, when drawn at recommended scale, will not fit on one sheet			
15. Space for applying architect's professional seal and signature			
16. Title block on separate drawings for engineering disciplines should be similar in content and format, except that architect's logo, professional seal, name and other information are omitted and replaced by corresponding logo, professional seal, name and other information for engineer(s) subject to:			
a. contractual arrangement with consultants			
b. requirements of provincial association			
c. professional liability insurer			
17. Notice of copyright			
18. Electronic file name and number/date of plot placed consistently at very bottom or top of title block			