

# FOLDING PLANS FOR ENCROACHMENT PERMIT PROJECTS

1. Fold the plan 8.5" from the left side of the plan at fold line "a".
2. Fold "a" to "e" in two at fold line "c".
3. Fold again "a" to "c" in two at fold line "b".
4. Then reverse the plan along fold line "b" to show the face of the plan.
5. Now fold the plan 11" from the top at fold line "f".
6. The remaining lower part of the plan fold in two at fold line "g".
7. Folding is done and there is no need to cut the left edge of the plan.
8. When there are four or more sheets per set of plans, they must be folded individually.

