



# Building Division

## Plan Check Submittal Checklist

**Permit Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

This Plan Check Submittal Checklist shall be completed by the applicant, signed, and submitted with the first plan check submittal. The list of items below represents the necessary items required for a complete submittal package. If your project is minor or does not fall into a typical category, please contact Building Division staff prior to submittal to determine which items below may be omitted. **Omission of any required items below without written approval will be considered an incomplete submittal and will not be accepted for review.**

Where plans are required to be prepared by an architect or engineer the initial submittal may be accepted without signature per **B & P Code Section 5536.2** with a signed statement from the person who prepared the document they are licensed to prepare such documents. Subsequent submittals will be required to be signed by the person responsible for their preparation.

Title Sheet:	Applicant check			Staff check
• Zoning	Y	N	N/A	
• Building Occupancy Group	Y	N	N/A	
• Type of Construction	Y	N	N/A	
• Allowable area, height, and number of stories justification	Y	N	N/A	
• Fire Sprinklered/Non-Sprinklered Building	Y	N	N/A	
• Fire Alarm System/No Alarm/Waterflow Monitoring Only	Y	N	N/A	
• Fire Hazard Severity Zone (Y/N)	Y	N	N/A	
• Fuel Modification Zone (Y/N)	Y	N	N/A	
• Flood Zone (Y/N)	Y	N	N/A	
• Earthquake Fault Zone (Y/N)	Y	N	N/A	
• List of Fire Code Permits Required	Y	N	N/A	
• Scope of work	Y	N	N/A	
• Applicable Code References	Y	N	N/A	
• Sheet index	Y	N	N/A	
• Vicinity Map	Y	N	N/A	
• Occupant Load	Y	N	N/A	
• List of Deferred Submittals	Y	N	N/A	
• Parking Calculation including accessible spaces required	Y	N	N/A	
• Lot coverage percentage calculation	Y	N	N/A	
<b>Site Plan:</b>				
Complete dimensioned site plan w/ North directional arrow	Y	N	N/A	

• Location and size of utilities	Y	N	N/A	
• Point of connection of proposed utilities	Y	N	N/A	
• Accessible site features	Y	N	N/A	
• Location of Fire hydrants	Y	N	N/A	
• Fire Department Access	Y	N	N/A	
• Location of all existing and proposed easements	Y	N	N/A	
<b>Plan Set:</b>				
<b>Existing Floor Plan</b>	Y	N	N/A	
<b>Proposed Floor Plan</b>	Y	N	N/A	
<b>Exiting Plan</b>	Y	N	N/A	
<b>Foundation Plan</b>	Y	N	N/A	
<b>Framing Plans (For Each Floor &amp; Roof)</b>	Y	N	N/A	
<b>Electrical Plan</b>	Y	N	N/A	
• Single line diagram and panel schedules	Y	N	N/A	
<b>Plumbing Plan</b>	Y	N	N/A	
• Minimum number of plumbing fixtures calculations	Y	N	N/A	
• Water Fixture Units and Drainage Fixture Units calculations including meter, building supply, and pipe sizing calcs	Y	N	N/A	
• Isometric Diagram	Y	N	N/A	
<b>Mechanical Plan</b>	Y	N	N/A	
• Equipment Schedule	Y	N	N/A	
<b>Cal Green Mandatory Measures</b>	Y	N	N/A	
<b>(5) Sets of Complete Plans</b>	Y	N	N/A	
<b>(5) Sets of DPR Comments</b>	Y	N	N/A	
<b>(2) Sets of Title 24 Energy Calculations</b>	Y	N	N/A	
• Compliance forms shall be a part of the architectural plans	Y	N	N/A	
<b>(2) Sets of signed Structural Calculations</b>	Y	N	N/A	
<b>(2) Sets of Soils Reports</b>	Y	N	N/A	
<b>(2) Sets of Soil Percolation Tests for proposed septic installations</b>	Y	N	N/A	
<b>(2) Sets of Trusses: Reviewed and signed by E.O.R. and Truss Designer.</b> (If deferred, Truss Submittal Deferral shall be on Title Sheet)	Y	N	N/A	

I, the undersigned, have understood the above information, verified each item is included in the submittal package and that the plans are complete and eligible for plan check.

**APPLICANT NAME** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_