



## COMMERICAL DEVELOPMENT SUBMITTAL CHECKLIST

**Incl** **N.Incl** **N/A**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide a fully dimensioned site plan showing building location, lot number, property line/easement, utilities and APN on the front of the plans.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide architect/engineer/designer signed “wet” stamped plans and structural calculations for non conventional construction.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Provide Grading:</b> Plan including drainage plan, existing and proposed contours, soils/geology reports, specifications and signature of soils engineer (when required by Building or Engineering).   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Floor Plan:</b> Show overall floor plan of the building, include dimensions, details, room uses, detail references keys/index and indicate uses(s) of adjacent spaces, side yards, parking areas.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Occupancy:</b> Indicate type of occupancy and describe the proposed use of the areas.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Detailing:</b> Show and identify all proposed walls, foundations, framing members, floor joists, rafters, ceilings, and all related structural systems. Clearly detail all building systems-mechanical, electrical and plumbing  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Doors and Windows:</b> Show all doors and window locations, window sizes, fire rating (if applicable), and direction of swing on the doors, self closing mechanisms, and any proposed skylights (size and location).   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Plumbing:</b> Provide plumbing plans for new plumbing proposed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Electrical:</b> Provide lighting and electrical layout. Provide electrical single line diagram load calculations and panel schedules, when required by the Building Official. If a line extension agreement is required, payment in full must be provided before permit issuance |

- Mechanical:** Provide mechanical drawings showing location of proposed registers, locations of HVAC equipment and duct locations and size. Energy forms are required when installing a new system or components. A structural engineer or architect should provide calculations for an additional roof load.
- Energy Compliance Forms:** Provide Title 24 energy calculation for proposed building space. Compliance sheets and Mandatory Measures must be printed on the plans.
- Foundation Plans:** Provide complete and detailed foundations plans. Include placements, anchors, hold downs and recommendations in the soils report. A soils report may be required by Building or Engineering
- Plan Elevations:** Include roof pitch, covering, exterior wall treatment, building height, dimensions from average height of finished grade at the building.
- Metal Buildings:** Provide (3) copies of manufacturer's drawings, details engineering and approved foundation.
- Food Handling Establishments:** Provide two additional sets of plans with Health Department approval.
- Provide Fire Sprinkler Plans** (if applicable).
- School District Fees:** Provide payment of all school district fees.
- Provide 3 sets of plans and 2 sets of all calculations/spec sheets**

**IF A BUILDING PERMIT IS NOT ISSUED WITHIN 180 DAYS OF APPLICATION THE PLAN CHECK WILL EXPIRE.**

**I have read and acknowledged the submittal requirements included in my plan check application for appropriate City reviews and necessary approvals related to the applicable Building Code(s) requirements. I further understand that by marking an "X" in each category, I am acknowledging and identifying the contents included in said submittal. I also understand that failure to submit any of the required information listed herein, may result in ADDITIONAL FEES being charged to cover additional reviews.**