



RESIDENTIAL 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"/> | Provide Grading: 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"/> | Floor Plan: 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"/> | Occupancy: Indicate type of occupancy and describe the proposed use of the improved areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Detailing: 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"/> | Doors and Windows: 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"/> | Plumbing: Provide plumbing plans for new plumbing proposed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Electrical: 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.
- Energy Compliance Forms:** Provide Title 24 energy calculation for proposed building space. Required forms include calculations for building envelope, lighting and mechanical, and water heaters exceeding 50 gallons. 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.
- Structural Plan:** Plans shall clearly show all structural elements. Plans deviating from “conventional” construction methods shall be designed and submitted by a California licensed architect and or/engineer. Details, plans and calculations shall be required as determined by the Building Official.
- Plan Elevations:** Include roof pitch, covering, exterior wall treatment, building height, dimensions from average height of finished grade at the building.
- School District Fees:** (required for all new dwelling units or proposed additions 500 square feet or greater. Provide proof of payment of all school district fees prior to permit issuance.
- 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.