



## PLAN CHECK SUBMITTAL CHECKLIST

The list of items presented below represent the items necessary for a complete submittal package. Please review the list and verify the architectural review package you are presenting contains these items and circle where applicable your confirmation as such. If for example your project does not require mechanical plans circle N/A. Omission of any required items below will result in refusal of plans. We are committed to expedited review of your project and a complete submittal package is the first step in achieving our goal.

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.

**NEW !** If the following items were applicable to your project, DPR Comments, Mitigation Monitoring Reporting Plans or Conditions of Approval provide (5) sets in booklet format along with the items below.

**Complete both the front and back of the checklist**

Title Sheet:	Applicant check			Staff check
• Occupancy	Y	N	N/A	
• Type of construction	Y	N	N/A	
• Square footage and allowable area justification	Y	N	N/A	
• Fire Sprinklered/Non-Fire Sprinklered Building	Y	N	N/A	
• Scope of work	Y	N	N/A	
• Current Code References	Y	N	N/A	
• Sheet index	Y	N	N/A	
• Vicinity Map	Y	N	N/A	
• Occupant Load	Y	N	N/A	
• Minimum number of plumbing fixtures required calculation/table	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
<b>Floor Plan</b>			
• Existing and proposed	Y	N	N/A
<b>Foundation Plan</b>	Y	N	N/A
<b>Framing Plan</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
<b>Mechanical Plan</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

Applicant signature \_\_\_\_\_