Construction Plan Checklist

You will be asked to pay a deposit toward your plan check fee when you submit your construction plans. In order to process your plan check as quickly as possible, it is important that you submit a complete application package. Please use the following checklist as a guide; sign and submit this form with your plans.

- Residential – (2) TWO sets of construction plans
- Commercial – (3) THREE sets of construction plans* stamped by a licensed engineer or architect
  *All commercial plans must include a title page indicating project description, occupancy load, type of construction, deferred submittals and sheet index.

Included in your construction plans:
- Foundation detail
- Foundation plan
- Floor plan
- Framing plan
- Elevations
- Location of plumbing fixtures
- Location of heating system
- Electrical layout
- Owner’s name and assessor’s parcel number on each sheet of plans
- Documentation showing compliance to the California energy requirements (Title 24)
- All engineering must be incorporated into the building plans

Additional information accompanying your plans:
- 4 copies of your plot plan drawn to standards of the site plan checklist
- Two copies of a soils report that complies with 2016 CBC, if required for your project
- Two copies of sprinkler system layout, calculations, and hydrant test, if required for your project
- Two copies of the truss design if a manufactured truss system is being used (wet signatures required)
- Two copies showing compliance with Low Impact Development Stormwater Manual v2.0, (MS4 areas only)
- One additional scale copy of the floor plan for the assessor’s office
  (required by State Bill 493, the Boatwright Bill)

Reminder:
- If the plans are prepared by a licensed engineer or architect, have the plans been signed? Copies of signatures are not acceptable
- Details of engineering shall be shown on plans
- Each sheet of the plans must be numbered

I understand that once my plans have been reviewed, the plan check fee is non-refundable even if I cancel my project or it is denied during the Planning permit process.

____________________________________________________________________________
Signature Date