Construction Plan Checklist

You will be asked to pay a deposit toward your plan check fee when you submit your construction plans. Please use the following checklist as a guide; sign and submit this form with your plans.

- Residential – (2) TWO sets of construction plans
- Commercial – (4) FOUR 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, and sheet index.

Included in your construction plans:

- Foundation detail
- Foundation plan
- Floor plan
- Framing plan
- Owner’s name and assessor’s parcel number on each sheet of plans
- Documentation showing compliance to the current California energy requirements (Title 24, part 6) including PV system, if required for your project
- All engineering must be incorporated into the building plans

Additional information accompanying your plans:

**REQUIRED FOR ALL PROJECTS**

- 2 (two) copies of your plot plan drawn to standards of the site plan checklist (if adding SF or change of use)
- copy of the current deed (if a site plan is required)
- Construction Waste Management Plan
- One additional scale copy of the floor plan for the assessor’s office (required by State Bill 493, the Boatwright Bill)
- Model Water Efficient Landscape Ordinance (MWELO) documentation

**IF APPLICABLE TO YOUR PROJECT**

- a soils report that complies with current CBC
- sprinkler system layout, calculations, and hydrant test
- truss design if a manufactured truss system is being used (wet signatures required)
- show compliance with Low Impact Development Stormwater Manual v2.0, (MS4 areas only)
- Flood Elevation Certificate (FEC) for development in a flood zone

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

Updated 12/9/2022