

PLAN CHECK SUBMITTAL

Plan Check # 20__-__

APPLICANT COMPLETE SHADED AREAS ONLY

JOB ADDRESS:	OCCUPANCY	TYPE OF CONSTRUCTION	AREA	VALUATION
PROPOSED USE:				
CONTACT PERSON:		PHONE:		
MAILING ADDRESS:				
COMMENTS:				

Department of Planning & Building

NOTE TO APPLICANT: This is not a plan check. This form is a checklist to be utilized at the time of filing for plan check. It will also serve to assist us in determining the completeness of your plans. Applicants are required to provide all items indicated below so that we may give you the best possible service.

BUILDING DIVISION REQUIREMENTS

- Site/key plan showing area of new and existing work.
- 3 sets of wet signed drawings. For all projects. (Electronic stamp and signature is allowed)
- Engineer or architect's name and license number for all structural work.
- Mechanical, plumbing and electrical shall be separate submitted sets.
- Structural calculations (1 set wet signed).
- Soils report (1 set wet signed). New buildings and additions greater than 500 square feet only.
- Energy Calculations or form CF-1R or ENV-1 (New buildings and additions.)
- Foundation plan and details.
- Floor plans with use of each area.
- Floor and roof framing plan.
- Structural sections and details.
- Architectural sections and details.
- Specifications on all structural materials.
- Indicate on the first sheet of the plans:
 - a) Occupancy class and construction type.
 - b) Square footage / occupant load.
 - c) Show total gross floor area.
- Submit completed Construction and Demolition Debris Re-Use and Recycling Program application. (Please visit the Building Division for information and applicability)
- Construction and Demolition Debris Waste Diversion Worksheet shall be printed or made a part of plans. (Please visit the Building Division for information and applicability)

PLANNING DIVISION REQUIREMENTS

- Address assignment and legal description.
- Zoning Clearance. Plans cannot be accepted for plan check prior to completion of any required discretionary process. List approved file numbers _____ **OR**, complete & return "HOLD HARMLESS LETTER" (available at planning counter).
- Plot plan fully dimensioned. Show location of all parking, landscaping, buildings, and fences; adjacent property use within 5 feet when proposed structure is located within 3 feet of property line; off site improvements; distance to centerline of streets and alley. Indicate north arrow and scale.
- Elevations (building & perimeter walls) showing colors and materials. Show maximum building and wall height and datum.
- Floor plan fully dimensioned showing all room uses.
- Conditions of Approval of all applicable Zoning Entitlements and project Code Requirements shall be printed or made a part of plans verbatim on the first three (3) pages and referenced in Sheet Index.
- Infill Ordinance compliance for new single family dwelling on vacant prop. Or 50% or more demolition and new construction. Show proposed and adjacent window locations on site plan and floor plan. Submit notice & Certificates of Mailing.
- Approval letter from Property Owner Association/Architectural Committee.
- Floodplain Compliance. Base flood elevation ____ feet above sea level or depth ____ feet. Complete valuation worksheet. Show elevation of highest adjacent grade and proposed elevation of lowest floor of all structures. Depict flood proofing of nonresidential structures below the base flood elevation (____ ft.)
- Demolition Permit/Postponement for Historical Structures Required.
- Exterior Lighting Requirements – See PP-105
- Acoustical noise study for projects located within 60+ CNEL contours.
- AQMD form for any non-residential demo work.
- Certificate of Occupancy for non-residential projects.
- Submittal of shopping cart retrieval and containment plan (businesses that have or intend to have 10 or more shopping carts).

SIGNS

- Sign approval from property owner.
- Sign elevation to depict colors and materials.
- Site plan showing precise location of ground sign and/or location of building.
- Building elevation showing precise location of sign on building wall.

ACCEPTED BY	INITIAL	DATE	COMMENTS
PLANNING			
BUILDING			

(Usable areas under floors or roofs shall be considered new or converted floor area, remodeled or alterations, repairs, modifications, re-roofing and conditioned / non-conditioned attics) Refer to MC-17.04.032 for work not requiring a building permit.