

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:				

Building & Safety and Planning Departments

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 & SAFETY DEPARTMENT REQUIREMENTS

- Site/key plan showing area of new work.
- 3 sets of wet signed drawings. For all projects.
- Engineer or architect's name and license number for all structural work.
- Mechanical, plumbing and electrical as separate submitted sets.
- Structural calculations (1 set wet signed).
- Soils report (1 set wet signed). Additions 500 s.f. or greater.
- 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 & details.
- Architectural sections and details.
- Specifications on all structural materials.
- Indicate on the first sheet of the plans:
 - a Occupancy class & construction type.
 - b Square footage / occupant load.
 - c Show total gross floor area.

PLANNING DEPARTMENT 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 & materials. Show maximum building and wall height and datum.
- Floor plan fully dimensioned showing all room uses.
- Conditions of approval printed verbatim on second page & referenced in Sheet Index.
- Infill Ordinance compliance for new single family dwelling on vacant prop. Or 50% or more demolition & new construction. Show proposed & adjacent window locations on site plan & floor plan. Submit notice & Certificates of Mailing.
- 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.

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			

(Consider all new or converted floor area, remodeled or alterations, repairs, modifications, re-roofing, usable attics, usable area under floor or roof) Refer to MC-17.02.030 for work not requiring a building permit.

(Plan Checker summarizes information on reverse side or attaches separate work sheet)