

Checklist for Building Plan Check Submittal

When submitting plans for Building Plan Check, three (3) sets of scaled drawings with the following information are required (if applicable):

- Site Plan– Indicate distances to property lines.
- Foundation plan and details – Indicate footing sizes & reinforcing, slab thickness & reinforcing, attachment of new construction to existing structures, etc.
- Floor Plan (existing and proposed) - Indicate new areas, door sizes & types, window sizes & types, headers; and use of each room and dimensions.
- Roof Plan – Indicate roof slopes, roof vents, ridges, valleys, flashing, overhangs, drainage, roofing materials, etc.
- Exterior Elevations – Indicate finish material (stucco, etc.) windows and door openings, building heights, etc.
- Section(s) cut through addition and existing structure- Indicate a section cut through the addition to show framing and relationship and attachment to the existing structure.
- 3 copies Erosion and Sediment Control Plan (ESCP).
- 2 copies of Water Quality Management Plan (WQMP) or BMP Exhibit (Site Plan) from previously-approved WQMP for the project (unless exempt from this requirement).
- Structural Plan(s) - Indicate framing member sizes, beam sizes, construction details, etc. (Note: this information may be provided on the “architectural” plans, i.e., floor plan, roof plan, elevations, etc., (separate structural plans may not be necessary).
- Engineer’s Structural Calculations- Two (2) sets are required to justify proposed framing members and beam sizes, footing sizes and reinforcement, lateral resisting system and connections (all plans and calculations must be “wet” stamped and signed by the registered Civil/Structural Engineer or Architect).
- Energy Compliance forms- Two (2) sets will be required to indicate compliance with the latest California Energy Commission’s requirements.
- Three (3) copies of Soil Report (less than 6 month old).
- ☐ **WE DO NOT ACCEPT INCOMPLETE SUBMITTALS**