

BUILDING DEPARTMENT COMMERCIAL PLAN SUBMITTAL CHECK LIST

- **DATE RECEIVED:** _____
- **SITE PLAN NO.:** _____
- **SITE ADDRESS:** _____
- **A.P.N.:** _____

| TOTAL PLANS NEEDED: 6 BUILDING 7 CIVIL | Date Routed | Date Received | Additional Comments |
|--|-------------|---------------|---------------------|
| 1. Building Department: One (1) complete set of plans excluding Truss, Energy and Structural Calcs. One (1) Improvement Plan for reference * for reference and retain Plot Plan to forward to County Assessor | | | |
| 2. Plan Check: Two (2) complete sets of EVERYTHING *** <u>WET STAMPED</u> : Building Plans, Energy calcs, Structural calcs, Truss calcs (if applicable), Site Plan and Landscape Plans. One (1) Improvement Plan for reference *** <u>Or State</u> "Preliminary", "For Plan Check Only", or "Not For Construction" | | | |
| 3. Planning Department: One (1) set of complete plans excluding Truss, Energy, and Structural calcs. One (1) Improvement Plan | | | |
| 4. Engineering: A) Site Plan Number B) Resolution (Signed) C) Preliminary Title Report D) Engineers Estimate (On & Off Site Broken Down) E) Three (3) sets of Civil Plans (Including Grading, Drainage and Landscape) F) Erosion Plan G) Soil Investigation Report two (2) wet stamped originals H) One (1) set of Building Plans for reference | | | |
| 5. Fire Department: One (1) set of Improvement and Building Plans | | | |