### BUILDING DEPARTMENT
COMMERCIAL PLAN SUBMITTAL CHECK LIST

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

<table>
<thead>
<tr>
<th>TOTAL PLANS NEEDED</th>
<th>BUILDING</th>
<th>IMPROVEMENT</th>
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<td>(5)</td>
<td>(2)</td>
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1. **Building Department:**
   - One (1) Complete set of plans excluding Truss, Energy and Structural Calcs.
   - One (1) Improvement Plan for reference
   - One (1) Soils Report

2. **Plan Check:**
   - Two (2) complete sets of EVERYTHING
   - ***WET STAMPED:*** Building Plans; Energy calcs, Structural calcs and Truss calcs (if applicable)
   - One (1) Improvement Plan for reference
   - ***Or State “Preliminary” “For Plan Check Only” or “Not for Construction”***
   - One (1) Soils Report

3. **Planning Department:**
   - One (1) Complete set of plans excluding Truss, Energy and Structural Calcs.

4. **Engineering:**
   - One (1) Title sheet ONLY showing Occupancy group and square footage

**Please contact the Engineering Division directly for SEPARATE CIVIL submittal**
(209)357-6338 OR (209)357-6347

5. **Fire Department:**
   - One (1) set of Building Plans excluding Truss, Energy and Structural Calcs.