

Community Development Department

Plan review Acceptance Checklist Residential- Commercial

All Applications submitted must contain the following:

- 4 sets of plans drawn to scale (1/8" or 1/4") containing the following:
- 6 sets for large projects
- Site or project address, including the unit or apartment number
- Name, address and phone number of owner, designer and contractor if known
- All sets shall be wet signed and stamped
- Site plan showing the location of the project in the City
- Plot plan showing the location of the structure on the property including:
- Lot and Setback dimensions, any easements and north arrow
- Relationship to other structures
- Plot floor plan showing the location of the project, floor level and room names or numbers

Structural drawings showing the following:

- Foundation plans and details
- Framing plans and details
- Construction details for the project
- Roof plans, details and material
- Sections

A floor plan indicating the following:

- Room dimensions, wall, door and window locations and sizes, room designations
- Exterior elevations, interior sections and details
- Location of water heater and HVAC equipment, ducts and registers
- Electrical outlets, switches, panels and fixtures, size of main electrical panel, ground size
- Location and sizes of gas and water lines and fixtures
- Location of smoke detectors, CO alarms, fire exiting signage and equipment
- Drainage and landscape details

Some projects will require the following, check with Building for details:

- 2 sets of structural calculations and or specifications
- 2 sets of Title 24 Energy compliance forms
- 2 copies of the soils report
- School District Certification and verification of payment of school fees
- Approval from homeowner's association

Commercial application submittals may also require:

- Health department approval
- County hazardous Material office approval
- Air Quality Control Office approval
- Fire Department approval