

BUILDING DEPARTMENT COMMERCIAL PLAN SUBMITTAL CHECK LIST

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

| TOTAL PLANS NEEDED (5) BUILDING (2) IMPROVEMENT | 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 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. | | | |