

## PLAN CHECK SUBMITTAL ORGANIZATION

Address \_\_\_\_\_

### At Submittal:

2 complete sets of plans and one partial set containing a plot plan and floor plan(s) for the Assessor.

- a. Required engineering calculations (plans stamped)
- b. Truss calculations Yes / No
- c. Energy calculations

Does Slope Density apply? (30+%)? Yes / No ( If yes 2 additional sets of plans needed and; fees for C. Eng and Fire review)  
(40+%) Yes / No (If yes 2 additional plans needed and; fees for C. Eng and Fire review and;  
*Schedule for next DRC*)

Temporary Storage Container to be on-site? Yes / No

Check to be sure the plot/site plan includes the following:

1. North arrow; all property lines (dimensioned); Location of the proposed/existing structure(s), retaining walls;
3. Job address, assessor's parcel number, legal description of property;
4. Owner, designer, architect, engineer's name, mailing address, phone number;
5. Square footage of lot, footprint, and total percent of lot coverage;
6. Distance to property lines from all structure(s) and between all structures on the property;
7. Finish floor elevations for all existing and proposed structures;
8. Topography including drainage, method of proposed erosion control and grading (indicate cubic yards);
9. Parking pad dimensions and driveway location; Recorded easements, if any on the property;
10. Location of all trees 6" or larger, indicating which ones will be removed.

\_\_\_\_\_ Water verification letter to be submitted with new residential plans (sign and return a copy to DWP).

\_\_\_\_\_ Advise applicant that we need to complete a pre-site inspection prior to re-submittal of plans after 1<sup>st</sup> review.

\_\_\_\_\_ Provide Applicant with Water Quality Management Plan (WQMP) template.

\_\_\_\_\_ Route (fax) Request for Fire-flow verification to the Fire Department,

\_\_\_\_\_ Sewer Verification letter to Engineering,

\_\_\_\_\_ Route 1 set of plans (with routing form) to the Planning Division, Engineering (slope density only)

\_\_\_\_\_ Mail 1 set of plans (with pink copy of permit application) to Esgil or Fazekas.

### Prior to Permit Issuance:

\_\_\_\_\_ WQMP returned complete. Route to City Engineer for review/approval. (Copy for job set and for file)

\_\_\_\_\_ Copy of Deed - for owner verification and easement location, if any.

\_\_\_\_\_ Soils Report, or request for exemption- (Design engineer shall evaluate site and justify in writing proposed exemption)

\_\_\_\_\_ Survey, Corner Record, or Engineer's Lot Certification required (new subdivisions have a two year exception).

\_\_\_\_\_ Enter all fees in Permits Plus (Electrical, Mechanical, Plumbing, etc.)

\_\_\_\_\_ Prepare EDU count and Water Meter application for DWP

\_\_\_\_\_ Prepare School Fees letter

### At Building Permit Issuance, Verify the following:

\_\_\_\_\_ Water Quality Management Plan Information booklet completed (copy for Job set of plans & file)

\_\_\_\_\_ DWP meter application paid.

\_\_\_\_\_ School fees are paid (required on all new residences and additions 500 sq. ft. and above).

\_\_\_\_\_ Verify completion of Sewer Verification and Road Encroachment permit (applicant needs to sign both).

\_\_\_\_\_ If property owner pulling permit, complete Owner-Builder verification form.

\_\_\_\_\_ If contractor pulling permit, verify Contractor's License, Workers' Compensation, and City Business License are current, owner-authorization or signed contract is submitted.

\_\_\_\_\_ Complete Pre-Construction Certification and fax Pre-construction notification letter to utilities

\_\_\_\_\_ Attach contractors final inspection list, sub-contractor list, CF-6R forms, WQMP, copy of Encroachment Permit, and job card to approved plans.