



Plan Submittal Checklist

The following applies to most permits for construction:

Initial Submittal	Documents	Project Type
ALL PLAN SUBMITTALS SHALL BE ONE PDF.	Detailed Scope of Work on Cover Sheet	ALL
	Project Data (Type of Construction, Occupancy, Group, Area, etc.)	ALL
	Plot Plan/Site Plan (including setback dimensions, location, or driveways and trees, accessible path of travel, etc.)	ALL
	Landscape Plan	C, MF
	General and Fire Life Safety Notes	C, MF
IF PLANS EXCEED 100 PAGES INCLUDE BOOKMARKS TO EACH TRADE.	Floor Plans	ALL
	Cross Sections/details	ALL
	Elevations	ALL
	Roof Plan	ALL
	Disabled Accessibility Details	C, MF
CALCULATIONS SHOULD BE SUBMITTED AS A SEPARATE PDF FROM THE PLANS.	Energy Forms	ALL
	Foundation Plan	ALL
	Excavation and Shoring plans (If applicable)	C, MF
	Structural Framing Plans (If applicable)	ALL
	Structural Details (If applicable)	ALL
	Plumbing Plans	C, MF
	Mechanical Plans	C, MF
	Electrical Plans	C, MF
	Structural Calculations (Signed) (If applicable)	ALL
	Title 24 Energy Report	ALL
Photometrics	C, MF	
Parking	C, MF	

C = Commercial MF = Multi-Family ADU = Accessory Dwelling Unit SF = Single Family Dwelling

Note: If your submittal is incomplete it may result in delays in plan check.