PLAN CHECK REQUIREMENTS

The following is a list of plan check Submittal requirements:

- All plans and applications shall include an accurate description of the entire scope of work.
- All plans must be legible, accurate & consistent, blue-line or copies (no ink), fully dimensioned and drawn to scale (min. 1/8” scale, 1/4” recommended). Only include general notes or details that apply directly to the proposed construction project.

New Single Family Residence

Building Permit Worksheet (application)
4 plan sets
2 sets of structural calculations
2 sets of energy calculations
2 lot survey (topographical) & 1 - 11”x 17”

1 11x17 Site Plan
Plan check fee to be paid upon submittal
Proof of ownership (when issuing permit to owner)

Check for CESSPOOL

Addition/Remodel (residential)

Building Permit Worksheet (application)
4 complete plan sets
2 sets of structural calculations (if applicable)
2 sets of energy calculations (if applicable)
2 lot survey (topographical) 1-full size & 1-11”x 17”

1 11x17 Site Plan
Plan check fee to be paid upon submittal
Proof of Ownership (when issuing permit to owner)

Check for CESSPOOL

New Condominium

Building Permit Worksheet (application)
4 complete plan sets
2 sets of structural calculations
2 sets of energy calculation
2 lot survey (topographical) 1-full size & 1-11”x 17”

1 11x17 Site Plan
Plan check fee to be paid upon submittal

Approvals

Building Division (Stamp)
Planning Division (Stamp)
Fire Department (Sprinkler house or garage only)
Right of Way Division (Stamp if applicable)
Coastal Approval (See Planning if applicable)
Public works Department (Encroachment if applicable)
Homeowners Association approval (If applicable)
School developer fees
Sanitation District Office (If applicable)
Waste Management Plan

Approvals

Building Division (Stamp)
Planning Division (Stamp)
Coastal Approval (See Planning if applicable)
Fire Department (if applicable)
Public Works
Right of Way Division (Stamp if applicable)
School developer fees (if over 500 sq. ft.)
Homeowners Association approval (If applicable)
Sanitation District Office (if applicable)
Waste Management Plan

Approvals

Building Division (Stamp)
Planning Division (Stamp)
Coastal Approval (See Planning if applicable)
Fire Department
Public Works
Right of Way Department
School Developer Fees
Sanitation District Office
Waste Management Plan
On some occasions there will be a New Unit Tax, if it is an existing SFR and they’re adding a unit. They will be taxed on the unit they are adding.

**PLAN CHECK REQUIREMENTS – page 2**

The following is a list of plan check Submittal requirements:

**Tenant Improvement (Commercial)**

Building Permit Worksheet (application)
5 sets of plans (2 complete & 3 architectural)
2 sets of structural calculations (if applicable)
2 sets of energy calculations (if applicable)
2 Soils report (if applicable)
1 Survey
Plan check fee to be paid upon submittal

**Shoring**

Building Permit Worksheet (application)
2 shoring plan sets & Soils Report
2 sets of structural calculations
Plan check fee to be paid upon submittal
*Building Permit must be issued first*

**Demolition (Residential or Commercial)**

Demolition Permit Worksheet (application)
2 surveys showing existing and proposed structures (See lot survey handout)
2 Demo plans showing all demo work (for partial demo’s only [not complete demo’s])
1 11x17 Site Plan
A fee to be paid upon submittal
*Check for CESSPOOL*
*Building Permit must be issued first*

**Pool/Spa (Residential)**

Pool and Spa Permit Worksheet (application)
2 complete plan sets
Plan check fee to be paid upon submittal

The following is a list of approval requirements needed prior to issuance of permits:

**Approvals**

Building Division (Stamp)
Planning Division (Stamp)
Fire Department (if applicable)
Right of Way Division
Public Works Department
Health Department (if applicable)
School Developer Fees (if adding new sq. ft.)
Sanitation if change in use
Waste Management Plan (if valuation is over $100K)

**Approvals**

Building Division (Stamp)
Right of Way Division (If applicable)
Public Works Department (if applicable)
Pre-Shoring Inspection (prior to permit issuance)
OSHA permit verification
Copies of certified mail to neighbors (10 day wait)

**Approvals**

Building Division – Inspection of survey corner elevations (applicant must set up an inspection appt.)
Planning Division – survey must be approved prior to submittal (Corners must be check/circled by planner)
Public Works Department – Transmittal must be received and approved
South Coast Air Quality Management District – Notification to be in file (10 day wait)
Waste Management Plan
Once your plans have been submitted, they will be forwarded to the various City Departments for review and/or approval. It will be your responsibility to provide us with HEALTH DEPARTMENT approval & HOMEOWNERS ASSOCIATION approval (if applicable). The applicant will be notified when the plans have been reviewed.

The SCHOOL DEVELOPER FEE form and SANITATION DISTRICT forms are available at the Community Development counter and must be completed by the applicant prior to permit issuance.

Last Updated: 2/13/12