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## PLAN REVIEW SUBMITTAL CHECKLIST COMMERCIAL MODULAR



COMMUNITY DEVELOPMENT DEPARTMENT • 345 N EL DORADO STREET • STOCKTON, CA 95202 • (209) 937-8561  
www.stocktonca.gov/buildinginspection

Below is a checklist of items that are typically required for the installation of a new/relocated commercial modular structure. This checklist should be used as a guide to ensure that you provide a complete permit submittal, not all items may be applicable to your project, additional items may be requested as needed based on the project scope. Providing a complete submittal is critical to receiving a thorough plan review and expediting the permitting process.

### Planning Division Permits:

Prior to providing a submittal for building permit plan review, most new commercial structures require separate permit(s) from the Planning Division. For more information, please contact the Planning Division at (209) 937-8266. Please indicate the status of your Planning Division permits:

Completed     In-Progress

BUILDING PERMIT PLAN REVIEW ITEMS		
Submittal Item	Required	Completeness Check
<a href="#">Building Permit Application</a>	Yes	<input type="checkbox"/> Completely filled out including owner's info, architect/engineer, & project contact <input type="checkbox"/> Emails provided for all contacts <input type="checkbox"/> Valuation provided on the form <input type="checkbox"/> Application is signed
<a href="#">Air Pollution Control District Form</a>	Yes	<input type="checkbox"/> Completely filled out
Site Development Plans	Yes	<input type="checkbox"/> Plans are legible and drawn to scale <input type="checkbox"/> All proposed and existing structures shown, easements shown <input type="checkbox"/> Dimensions to all structures and property lines shown <input type="checkbox"/> All utility (sewer, water, gas, electric) connection locations are shown, and size of electrical service specified <input type="checkbox"/> Site access points, frontage improvements, and driveways are shown <input type="checkbox"/> Accessibility (ADA) compliance is shown throughout the site including a path to the modular unit, path to the public sidewalk, accessible parking, etc. <input type="checkbox"/> Plans are stamped and signed by design professionals
Floor Plan	Yes	<input type="checkbox"/> Provide floor plan with descriptions of rooms and overall dimensions
Plumbing/Electrical Plans	Yes	<input type="checkbox"/> Required for utility connections to the unit <input type="checkbox"/> Plans are legible and drawn to scale <input type="checkbox"/> Plans are stamped and signed by design professionals
Foundation System Design	Yes	<input type="checkbox"/> Drawings and specs for foundation system design approved by State of California (must have state stamp) <input type="checkbox"/> Drawings and calculations for foundation system designed by CA licensed engineer
Ramp & Stair Plans/Details	Yes	<input type="checkbox"/> Prefabricated ramp/stair system specifications provided; or <input type="checkbox"/> Construction plans and details for site-built elements <input type="checkbox"/> Complies with accessibility (ADA) requirements for slope, handrails, etc.

BUILDING PERMIT PLAN REVIEW ITEMS (cont.)		
<b>Manufacturer’s Installation Instructions</b>	<b>Yes</b>	<input type="checkbox"/> Complete set of instructions including specs for structural assembly, under-floor support locations, and load specs.
<b>Geotechnical (Soils) Report</b>	<b>Maybe</b>	<input type="checkbox"/> *Depends on scope of the project, may also be required where poor soil conditions are known <input type="checkbox"/> Report must have been completed within 3-years
<a href="#"><u>100-Year Elevation Certificate</u></a>	<b>Maybe</b>	<input type="checkbox"/> Required for projects located in Zone A, AO, AH, AE on flood map <input type="checkbox"/> Confirm EC is included and completely filled out
<a href="#"><u>200-Year Elevation Certificate</u></a>	<b>Maybe</b>	<input type="checkbox"/> Required for <i>some</i> projects located in yellow, orange, or red areas on 200-year flood map, would have been identified during Planning permit process <input type="checkbox"/> If Report required as part of Planning permit process, include copy of report with plan review submittal

**If any of the items identified in the table above are not included, your submittal may be rejected. All submittal documents shall be electronic files formatted in accordance with the City’s [Electronic Plan Check Guide](#).**

For any questions regarding your project submittal please contact the Building Division at (209) 937-8561.