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PLAN REVIEW SUBMITTAL CHECKLIST – COMMERCIAL ADDITION



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 a commercial building addition project. 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 commercial addition projects 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
Building Permit Application	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
Air Pollution Control District Form	Yes	<input type="checkbox"/> Completely filled out
Construction Plans	Yes	<input type="checkbox"/> Plans are legible and organized by discipline <input type="checkbox"/> Sheet index provided, plan set matches sheet index <input type="checkbox"/> Cover sheet provided with project information such as detailed scope of work, applicable codes, square footage, occupancy groups <input type="checkbox"/> Deferred submittals identified on cover sheet <input type="checkbox"/> Separate plan disciplines provided for Civil, Architectural, Structural, Mechanical, Electrical, Plumbing, and Landscaping <input type="checkbox"/> Plans are stamped and signed by design professionals <input type="checkbox"/> Detailed scope of work description on the cover sheet <input type="checkbox"/> Offsite improvement plans submitted for review w/ Engineering (if applicable) <input type="checkbox"/> Hazardous materials inventory statement on the cover sheet (if applicable)
Structural Calculations	Yes	<input type="checkbox"/> Separate package of design calculations is provided <input type="checkbox"/> Calcs are stamped and signed by design professional
Energy Compliance Forms	Yes	<input type="checkbox"/> Provided as a separate package or included on the plans
Geotechnical (Soils) Report	Yes	<input type="checkbox"/> Report must have been completed within 3-years <input type="checkbox"/> Foundation review letter from the Geotech engineer provided
Accessibility Compliance Form	Yes	<input type="checkbox"/> Completely filled out <input type="checkbox"/> Signatures on <u>both</u> pages 1 & 2
Stormwater Quality Control Plan	Maybe	<input type="checkbox"/> *Required if addition & site work exceeds 5,000 sq. ft. <input type="checkbox"/> Ensure separate SWQCCP included with submittal

BUILDING PERMIT PLAN REVIEW ITEMS (cont.)		
Submittal Item	Required	Completeness Check
Truss Calculations	Maybe	<input type="checkbox"/> Separate package of design calculations is provided <input type="checkbox"/> *May be a deferred item, prior approval from City required <input type="checkbox"/> Calcs are stamped and signed by design professional
100-Year Flood Elevation Certificate	Maybe	<input type="checkbox"/> Required for projects located in Zone A, AO, AH, AE on flood map <input type="checkbox"/> If required, Elevation Certificate is included and completely filled out
200-Year Flood Elevation Certificate	Maybe	<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
Equipment Specifications	Maybe	<input type="checkbox"/> May be required depending on use such as industrial project equipment or restaurant kitchen equipment.

If any of the items identified in the table above are not included, your submittal may be rejected.

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