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## Plan Review Submittal NON - RESIDENTIAL NEW BUILDING

The following items are required to be a deemed complete permit application

**TWO complete sets of WET STAMPED plans that include:**

- COVER SHEET & PROJECT LETTER
- SITE PLAN & LANDSCAPE PLANS with complete square foot summary of [impervious](#) surface coverage. (Ctrl+click to follow description link).
- EROSION SEDIMENT CONTROL PLAN – (if applicable)
- [POST CONSTRUCTION STORM WATER CONTROL PLAN](#) – (if applicable)  
[Storm Water Management Info](#) (Ctrl+click to follow description link).
- FLOOR PLANS (dimensions and drawn to scale)
- EXTERIOR ELEVATIONS
- FOUNDATION PLANS
- FLOOR FRAMING PLAN – (if applicable)
- ROOF FRAMING PLAN – (with wet stamped truss calcs if applicable)
- ENGINEER CALCS
- CURRENT SOILS REPORT
- ELECTRICAL PLAN – (Must be prepared by and architect, engineer, or a licensed installer)
- PLUMBING PLAN – (Must be prepared by and architect, engineer, or a licensed installer)
- MECHANICAL PLAN – (Must be prepared by and architect, engineer, or a licensed installer)
- CALIFORNIA ENERGY LOSS REPORT (TITLE 24)
- APPLICATION FEE

**PLEASE NOTE:**

- A separate commercial grading permit will be required.
- One additional floor plan is needed before permit issuance.
- Applicant submits to the applicable fire department separately.
- Applicant secures all necessary approvals from outside agencies.

*I understand and application missing any items will be deemed incomplete and the plan check will not be scheduled until all the items above are received by Building Services. This may affect applicable fees and codes, since the operative date of application will be the date on which a complete application is received.*

All require items on this list are present and complete

I am the:  Owner  Contractor  Agent of the owner/contractor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date