B PLAN REVIEW SUBMITTAL CHECKLIST – RESIDENTIAL MISC. MECH/ELEC/PLUMBING PROJECT

CITY OF STOCKTON

COMMUNITY DEVELOPMENT DEPARTMENT – BUILDING & LIFE SAFETY DIVISION
501 W WEBER AV BLDG 2, STOCKTON, CA 95203 • (209) 937-8561 • www.stocktonca.gov/building

Below is a checklist of items that are typically required for miscellaneous mechanical, electrical, or plumbing projects at existing residential properties. 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.

BUILDING PERMIT PLAN REVIEW ITEMS		
Submittal Item	**Required**	**Completeness Check**
Building Permit Application	Yes	☐ Completely filled out including owner's info, architect/engineer, & project contact ☐ Emails provided for all contacts ☐ Valuation provided on the form ☐ Application is signed
Construction Plans	Yes	☐ Plans are legible and organized by discipline ☐ Sheet index provided, plan set matches sheet index ☐ Cover sheet provided with project information such as detailed scope of work, applicable codes, etc. ☐ Separate plan disciplines provided for Architectural, Structural, Mechanical, Electrical, and Plumbing as applicable ☐ Plans are stamped and signed by design professionals
Energy Forms	Maybe	☐ *May be required depending on scope of project ☐ New HVAC units require CF1R form

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.