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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
<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
<b>Construction Plans</b>	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)
<b>Structural Calculations</b>	Yes	<input type="checkbox"/> Separate package of design calculations is provided <input type="checkbox"/> Calcs are stamped and signed by design professional
<b>Energy Compliance Forms</b>	Yes	<input type="checkbox"/> Provided as a separate package or included on the plans
<b>Geotechnical (Soils) Report</b>	Yes	<input type="checkbox"/> Report must have been completed within 3-years <input type="checkbox"/> Foundation review letter from the Geotech engineer provided
<a href="#">Accessibility Compliance Form</a>	Yes	<input type="checkbox"/> Completely filled out <input type="checkbox"/> Signatures on <u>both</u> pages 1 & 2
<a href="#">Stormwater Quality Control Plan</a>	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
<b>Truss Calculations</b>	<b>Maybe</b>	<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
<a href="#"><u>100-Year Flood 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"/> If required, Elevation Certificate is included and completely filled out
<a href="#"><u>200-Year Flood 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
<b>Equipment Specifications</b>	<b>Maybe</b>	<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. 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.