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PLAN REVIEW SUBMITTAL CHECKLIST – COMMERCIAL GRADING AND SITE IMPROVEMENTS



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 commercial grading and site improvements projects. 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 site development 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 N/A

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, and Plumbing as applicable <input type="checkbox"/> Detailed scope of work description on the cover sheet <input type="checkbox"/> Plans are stamped and signed by design professionals <input type="checkbox"/> Offsite improvement plans submitted for review w/ City of Stockton Engineering Division (if applicable)
Geotechnical (Soils) Report	Maybe	<input type="checkbox"/> Required if grading is to prepare site for a new development <input type="checkbox"/> Report must have been completed within 3-years
Stormwater Quality Control Plan	Maybe	<input type="checkbox"/> *Required if site improvements exceed 5,000 sq. ft. <input type="checkbox"/> Ensure separate SWQCCP included with submittal
100-Year Flood Elevation Certificate	Maybe	<input type="checkbox"/> *May be required for projects located in Zone A, AO, AH, AE on flood map. Contact the Building Division for assistance determining the floodplain regulations for your project
Additional Items Required Prior to Permit Issuance (not needed for submittal):		<input type="checkbox"/> WDID # from the state of California for the project <input type="checkbox"/> SJCOG Habitat Clearance and fee payment

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.