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## PLAN REVIEW SUBMITTAL CHECKLIST – COMMERCIAL MISC. MECH/ELEC/PLUMBING PROJECT



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Below is a checklist of items that are typically required for miscellaneous mechanical, electrical, or plumbing projects at existing commercial properties. This checklist should be used as a guide to ensure that you provide a complete permit submittal, not all items may be applicable for your project. 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
<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, and Plumbing as applicable <input type="checkbox"/> Plans are stamped and signed by design professionals <input type="checkbox"/> Detailed scope of work description on the cover sheet
<b>Structural Calculations</b>	Maybe	<input type="checkbox"/> *May be required depending on scope of work such as new rooftop hvac units <input type="checkbox"/> Required for anchorage of new equipment more than 400lbs <input type="checkbox"/> Ensure separate package of calculations is provided <input type="checkbox"/> Calcs are stamped and signed by design professional

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.