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PLAN REVIEW SUBMITTAL CHECKLIST – COMMERCIAL TENANT IMPROVEMENT



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 tenant improvement 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:

Tenant improvement projects that change the use of the space from what was previously there may require separate permit(s) from the Planning Division. An example of a change-of-use tenant improvement could be changing a previous office building into a retail store. 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"/> Plans are stamped and signed by design professionals <input type="checkbox"/> Detailed scope of work description on the cover sheet <input type="checkbox"/> Hazardous materials inventory statement on the cover sheet (if applicable) |
| Energy Compliance Forms | Yes | <input type="checkbox"/> Provided as a separate package or included on the plans |
| Accessibility Compliance Form | Yes | <input type="checkbox"/> Completely filled out <input type="checkbox"/> Signatures on <u>both</u> pages 1 & 2 |
| Structural Calculations | Maybe | <input type="checkbox"/> May be required for new hvac equipment or other structural alterations to the building <input type="checkbox"/> Ensure separate package of calculations are provided <input type="checkbox"/> Calcs are stamped and signed by design professional |
| Stormwater Quality Control Plan | Maybe | <input type="checkbox"/> *Required if 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 |
| 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 |
| Equipment Specifications | Maybe | <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.