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PLAN REVIEW SUBMITTAL CHECKLIST – RESIDENTIAL ADDITION



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Below is a checklist of items that are typically required for a residential 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:

If your project is located in a Design District, a Planning Division permit may be required prior to providing a submittal for building permit plan review. To find out if your project is located in a Design District, please contact the Planning Division at (209) 937-8266.

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
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, etc. <input type="checkbox"/> Deferred submittals identified on cover sheet <input type="checkbox"/> Plan are organized by disciplines; Architectural, Structural, etc. <input type="checkbox"/> Plans are stamped and signed by design professionals
Energy Forms	Yes	<input type="checkbox"/> May be provided as a separate package or included in the plan set, verify energy forms are included in the submittal
Structural Calculations	Maybe	<input type="checkbox"/> *Required unless project is utilizing conventional framing. <input type="checkbox"/> Ensure separate package of calculations are provided <input type="checkbox"/> Calcs are stamped and signed by design professional
Truss Calculations	Maybe	<input type="checkbox"/> *Required unless project is utilizing conventional framing. <input type="checkbox"/> Calcs are stamped and signed by design professional
Geotechnical (Soils) Report	Maybe	<input type="checkbox"/> *Required where poor soil conditions are known <input type="checkbox"/> Check the date of the report, must be completed within 3-years
100-Year Flood Elevation Certificate	Maybe	<input type="checkbox"/> Required for projects located in Zone A, AO, AH, AE on flood map <input type="checkbox"/> Confirm EC is included and completely filled out
200-Year Flood Elevation Certificate	Maybe	<input type="checkbox"/> Required if house was built after July 2016 and subject to elevation requirements at time of construction
Fire Sprinklers	Maybe	<input type="checkbox"/> Required if addition exceeds 50% of current house sq. ft. <input type="checkbox"/> If existing house is sprinklered, required for alterations to the system <input type="checkbox"/> New or altered fire sprinkler systems listed as deferred submittal on cover sheet

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.