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PLAN REVIEW SUBMITTAL CHECKLIST COMMERCIAL MODULAR



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 the installation of a new/relocated commercial modular structure. 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 new commercial structures 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
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
Site Development Plans	Yes	<input type="checkbox"/> Plans are legible and drawn to scale <input type="checkbox"/> All proposed and existing structures shown, easements shown <input type="checkbox"/> Dimensions to all structures and property lines shown <input type="checkbox"/> All utility (sewer, water, gas, electric) connection locations are shown, and size of electrical service specified <input type="checkbox"/> Site access points, frontage improvements, and driveways are shown <input type="checkbox"/> Accessibility (ADA) compliance is shown throughout the site including a path to the modular unit, path to the public sidewalk, accessible parking, etc. <input type="checkbox"/> Plans are stamped and signed by design professionals
Floor Plan	Yes	<input type="checkbox"/> Provide floor plan with descriptions of rooms and overall dimensions
Plumbing/Electrical Plans	Yes	<input type="checkbox"/> Required for utility connections to the unit <input type="checkbox"/> Plans are legible and drawn to scale <input type="checkbox"/> Plans are stamped and signed by design professionals
Foundation System Design	Yes	<input type="checkbox"/> Drawings and specs for foundation system design approved by State of California (must have state stamp) <input type="checkbox"/> Drawings and calculations for foundation system designed by CA licensed engineer
Ramp & Stair Plans/Details	Yes	<input type="checkbox"/> Prefabricated ramp/stair system specifications provided; or <input type="checkbox"/> Construction plans and details for site-built elements <input type="checkbox"/> Complies with accessibility (ADA) requirements for slope, handrails, etc.

BUILDING PERMIT PLAN REVIEW ITEMS (cont.)		
Manufacturer’s Installation Instructions	Yes	<input type="checkbox"/> Complete set of instructions including specs for structural assembly, under-floor support locations, and load specs.
Geotechnical (Soils) Report	Maybe	<input type="checkbox"/> *Depends on scope of the project, may also be required where poor soil conditions are known <input type="checkbox"/> Report must have been completed within 3-years
<u>100-Year Flood Elevation Certificate</u>	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
<u>200-Year Flood Elevation Certificate</u>	Maybe	<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

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.