



## RESIDENTIAL PLAN CHECK APPLICATION

DATE: \_\_\_\_\_ PROJECT NO.: \_\_\_\_\_  
(Plan check applications expire 6 months from the above date)

PROPERTY ADDRESS: \_\_\_\_\_

Property Connected To Sewer?: Yes  No

APPLICANT: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

CONTRACTOR'S ADDRESS: \_\_\_\_\_ LICENSE NO.: \_\_\_\_\_

*(Contractor to provide their insurance information)* LICENSE CLASS: \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

|   |                              |                             |
|---|------------------------------|-----------------------------|
| <b>Do the following Municipal Ordinances apply to your project?</b> |                              |                             |
| (Please verify with the planning division)                          |                              |                             |
| Green Point Rating  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Fire Sprinklers   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Underground Utilities   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

**Breakdown NEW/ADDITIONAL Square Footage as follows:**  
New/Additional Living Sq. Ft. \_\_\_\_\_ New/Additional Non-Living Sq. Ft. \_\_\_\_\_  
(Basement square footage must be included for the building submittal/permit process)

Existing living square footage to be demolished (do not include garages): \_\_\_\_\_

**VALUATION OF CONSTRUCTION**

|              |                 |
|--------------|-----------------|
| BUILDING     | \$ _____        |
| ELECTRICAL   | \$ _____        |
| FIRE         | \$ _____        |
| MECHANICAL   | \$ _____        |
| PLUMBING     | \$ _____        |
| OTHER        | \$ _____        |
| <b>TOTAL</b> | <b>\$ _____</b> |

**I have read this application and state that the information is true and correct. Submittal of plans for plan check shall not be construed as approval to begin construction.**

**APPLICANT'S SIGNATURE:**  
\_\_\_\_\_  
Plan Check Fee: \$ \_\_\_\_\_  
Date Paid: \_\_\_\_\_

# ***SUBMITTAL REQUIREMENTS FOR A BUILDING PERMIT***

DATE: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

I AM SUBMITTING PLANS PREPARED ACCORDING TO THE **SUBMITTAL REQUIREMENTS FOR A BUILDING PERMIT**. THESE PLANS INCLUDE, BUT ARE NOT LIMITED TO:

- \_\_\_\_\_ 1. DESIGN APPROVED OR A&S APPROVED PLANS
- \_\_\_\_\_ 2. NAME, ADDRESS, WET SIGNATURES AND STAMPS OF ENGINEER, ARCHITECT, OR DESIGNER
- \_\_\_\_\_ 3. PLOT PLAN
- \_\_\_\_\_ 4. FLOOR PLAN – EXISTING AND PROPOSED
- \_\_\_\_\_ 5. EXTERIOR ELEVATION DRAWINGS
- \_\_\_\_\_ 6. CROSS SECTION DRAWINGS
- \_\_\_\_\_ 7. FOUNDATION PLAN
- \_\_\_\_\_ 8. ROOF PLAN (TRUSS CALCULATIONS BY ENGINEER, IF APPLICABLE – NO DEFERRALS)
- \_\_\_\_\_ 9. FLOOR AREA CALCULATIONS DIAGRAM
- \_\_\_\_\_ 10. TITLE 24 – ENERGY DOCUMENTATION (WET SIGNED)
- \_\_\_\_\_ 11. STRUCTURAL CALCULATIONS (WET SIGNED AND STAMPED BY ENGINEER OR ARCHITECT)
- \_\_\_\_\_ 12. BLUEPRINT FOR A CLEAN BAY GUIDELINE
- \_\_\_\_\_ 13. CONDITIONS OF APPROVAL (WHERE APPLICABLE)
- \_\_\_\_\_ 14. GRADING AND DRAINAGE PLAN (NEW HOMES ONLY)
- \_\_\_\_\_ 15. GEOTECHNICAL REPORT (WHEN REQUIRED)

IF ANY OF THE ABOVE REQUIRED INFORMATION IS NOT INCLUDED IN THE PLAN CHECK SUBMISSION, THE PLAN CHECK WILL BE TERMINATED. THE PLANS WILL BE RETURNED TO THE APPLICANT, AND A \$50.00 FEE WILL BE CHARGED AT RESUBMITTAL. I UNDERSTAND THIS STATEMENT AND CERTIFY THAT ALL REQUIRED INFORMATION HAS BEEN SUBMITTED FOR PLAN CHECK.

\_\_\_\_\_  
SIGNATURE

**\*\* If your project includes complete or partial demolition of an existing residence, a demolition permit must be issued and finalized prior to obtaining your building permit. Please contact the Building Division for a demolition package. \*\***