



# Construction Plan Checklist

You will be asked to pay a deposit toward your plan check fee when you submit your construction plans. In order to process your plan check as quickly as possible, it is important that you submit a complete application package. Please use the following checklist as a guide; sign and submit this form with your plans.

- Residential – (2) TWO sets of construction plans
- Commercial – (3) THREE sets of construction plans stamped by a licensed engineer or architect

## Included in your construction plans:

- Foundation detail
- Foundation plan
- Floor plan
- Framing plan
- Elevations
- Location of plumbing fixtures
- Location of heating system
- Electrical layout
- Owner's name and assessor's parcel number on each sheet of plans
- Documentation showing compliance to the California energy requirements (Title 24)
- The CF-1R forms (pages 1 of 2 & 2 of 2) must be contained in the plans, not stapled to the plans
- All engineering must be incorporated into the building plans**

## Additional information accompanying your plans:

- 10 copies of your plot plan drawn to standards of the plot plan checklist
- Two copies of a soils report that complies with 2010 CBC, if required for your project
- Two copies of the truss design if a manufactured truss system is being used (wet signatures required)
- One additional scale copy of the floor plan for the assessor's office  
(required by State Bill 493, the Boatwright Bill)

## Reminder:

- If the plans are prepared by licensed engineer or architect, have the plans been signed? Copies of signatures are not acceptable
- Details of engineering shall be shown on plans
- Each sheet of the plans must be numbered

I understand that once my plans have been reviewed, the plan check fee is non-refundable even if I cancel my project or it is denied during the Planning permit process.

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Signature

Date