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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.