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PLAN REVIEW SUBMITTAL CHECKLIST – RESIDENTIAL GRADING AND SITE IMPROVEMENTS



COMMUNITY DEVELOPMENT DEPARTMENT • 345 N EL DORADO STREET • STOCKTON, CA 95202 • (209) 937-8561
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Below is a checklist of items that are typically required for a residential grading and site improvements project. This checklist is intended for grading and site improvement permit submittals that are submitted ahead of the overall development package. 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.

Engineering Division Permits:

If your grading project is part of a larger subdivision development, approval from the Engineering Division is required prior to providing a submittal for building permit plan review. To coordinate your grading submittal with the Engineering Division please call (209) 937-8366.

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"/> Plans are organized by disciplines; Architectural, Structural, etc. <input type="checkbox"/> Plans are stamped and signed by design professionals <input type="checkbox"/> Offsite improvement plans submitted for review w/ City of Stockton Engineering Division (if applicable)
Additional Items Required Prior to Permit Issuance:		<input type="checkbox"/> WDID # from the state of California for the project (projects larger than 1 acre) <input type="checkbox"/> SJCOG Habitat Clearance and fee payment

If any of the items identified in the table above are not included, your submittal may be rejected.

For any questions regarding your project submittal please contact the Building Division at (209) 937-8561.