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PLAN REVIEW SUBMITTAL CHECKLIST – RESIDENTIAL MISC. MECH/ELEC/PLUMBING PROJECT



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 miscellaneous mechanical, electrical, or plumbing projects at existing residential properties. 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.

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, etc. <input type="checkbox"/> Separate plan disciplines provided for Architectural, Structural, Mechanical, Electrical, and Plumbing as applicable <input type="checkbox"/> Plans are stamped and signed by design professionals
Energy Forms	Maybe	<input type="checkbox"/> *May be required depending on scope of project <input type="checkbox"/> New HVAC units require CF1R form

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.