



# Building Division

## CHECKLIST for NEW COMMERCIAL, T.I's & ADDITIONS

### Design Criteria:

- ◆ Seismic Zone D
- ◆ 2019 editions of the California Codes: Building (CBC), Residential (CRC), Electrical (CEC), Plumbing (CPC), Mechanical (CMC), Fire (CFC), Green Building standards (CGBSC), 2019 Energy Standards (Title 24), and Health and Safety.
- ◆ Climate Zone 12

### Drawing Criteria:

Drawing sizes shall be a **minimum of 18" x 24"** to a maximum of 30" x 42" inches. Plans must be clear and legible; non-legible Plans **will not be accepted**. Scale shall be 1/4" inch per foot for structural and architectural; 1" inch = 20 feet for site plans.

**Plans must be wet-signed by the preparer on each page. Architects/ Engineers must affix their seal and wet-sign (cover sheet of supporting documents to be wet-signed).**

Assessor's Parcel Number: _____	Plan Check Number: _____
Owner: _____	Contractor: _____
Phone: _____	Phone: _____
Address: _____	Project Address: _____
City: _____	Project Name: _____
State: _____ Zip: _____	Architect/ Engineer: _____
Email: _____	Architect/ Engineer Phone: _____

### Plans Prepared By:

- California Registered Architect
- California Registered Residential Designer
- Owner
- Licensed General Contractor
- Structural Plans Included – Stamped and Signed (original) by a California Registered Engineer

### FOR OFFICE USE ONLY

- Permit Application Completed and Signed
- Owner Builder Form
- Flood Elevation Certificate, if in a flood zone
- Isleton Waste Water Approvals
- School District Approval Letter
- Public Works Department Approvals
- Planning Division Approvals
- Fire Department Approvals

### Building Plans: 3 Sets

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Site Plan and drainage direction arrows</li> <li><input type="checkbox"/> (2) Sets of Grading Plans &amp; (2) Geotechnical Reports</li> <li><input type="checkbox"/> Cover sheet</li> <li><input type="checkbox"/> Plot/Site Plan stamped and approved by the Planning Division</li> <li><input type="checkbox"/> Architectural &amp; Structural Plans</li> <li><input type="checkbox"/> Civil Drawings</li> <li><input type="checkbox"/> Foundation &amp; Footing Plan (details)</li> <li><input type="checkbox"/> Floor Plan Showing all Rooms Labeled &amp; Cross Sections</li> <li><input type="checkbox"/> Roof Framing Plan with all Headers and Beam Sizes</li> <li><input type="checkbox"/> Elevations (4 views)</li> <li><input type="checkbox"/> Landscape/ Irrigation Plan</li> <li><input type="checkbox"/> Disable Access Details and Standards</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Cal-Green Mandatory Checklist</li> <li><input type="checkbox"/> Truss Calculations (wet stamped)</li> <li><input type="checkbox"/> Structural Plans, Details, and Calculations</li> <li><input type="checkbox"/> Electrical, Plumbing, and Mechanical Plans</li> <li><input type="checkbox"/> Title 24 Energy Calculations (2)</li> <li><input type="checkbox"/> Lighting &amp; Envelope Compliance</li> <li><input type="checkbox"/> Deferred Submittals _____</li> <li><input type="checkbox"/> Food Equipment Plan</li> <li><input type="checkbox"/> Submit to the Fire Prevention Division for review and approval.</li> <li><input type="checkbox"/> ADA Unreasonable Hardship Form</li> </ul> |
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This is not a complete list of all required submittals, and additional information may be required to facilitate plan review. Other City departments and/or public agencies may have to review the plans before permits can be issued.

**I understand that an incomplete plan check submittal may result in delays in my plan check.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

**Submittal will expire if permit is not issued within 180 days of approval or if applicant fails to respond to plan review comments within (6) weeks of notification.**