



SINGLE FAMILY DWELLINGS

PLANS REVIEW "DROP OFF" CHECKLIST FOR SINGLE FAMILY DWELLINGS

The following requirements may not be all inclusive. Additional requirements may be requested for any specific project or circumstance. Changes to the requirements may happen without notice of posting. All requirements and changes are subject to Building Officials discretion.

1. MUST HAVE THREE SETS OF COMPLETE PLANS
2. MUST HAVE PRIOR APPROVAL FROM PLANNING AND ZONING
3. ALL PLANS MUST BE COMPLETE, CLEAR, CLEAN, CONCISE AND DRAWN BY A DESIGN PROFESSIONAL WITH ALL DRAWINGS HAVING PROPER STAMPS AND SIGNATURES
4. PROPERTY ADDRESS WITH APN NUMBER MUST BE ON FRONT PAGE OF ALL DRAWINGS AND DOCUMENTS SUBMITTED
5. COMPLETE CONTACT INFORMATION OF OWNER AND CONTRACTOR MUST BE ON DRAWINGS (MAILING ADDRESS, CELL AND DAY PHONE)
6. MUST HAVE A PLOT PLAN OF THE ENTIRE PROPERTY SHOWING DIMENSIONS OF THE PROPERTY AND ENVELOPE OF HOUSE
7. PLANS MUST HAVE FOUNDATION, FRAMING, PLUMBING, MECHANICAL AND ELECTRICAL DETAILS ON PLANS
8. MUST HAVE TWO SETS OF FORMAL TRUSS CALCULATION WITH PROPER DESIGN ENGINEERING STAMPS AND SIGNATURES. TRUSS DRAWINGS MUST HAVE PROJECT ADDRESS ON FRONT PAGE
9. MUST HAVE TWO SETS OF TITLE 24 CALCULATIONS WITH PROPER DESIGN PROFESSIONAL STAMPS AND SIGNATURES. Title 24 MUST HAVE PROJECT ADDRESS ON FRONT PAGE.
10. SOIL COMPACTION REPORT MUST BE SUBMITTED. THE REPORT SHALL HAVE PROPERTY ADDRESS ON COVER WITH ALL PROPER STAMPS AND SIGNATURE
11. THE SUBMITTING CONTRACTOR MUST HAVE A CITY BUSINESS LICENSE AND SUBMIT A VALID AND COMPLETE SUB-CONTACTOR LIST.
12. CONTRATORS LICENSE MUST BE CURRENT, VALID AND IN CORRECT DISCIPLINE
13. A PLAN REVIEW FEE WILL BE IMPOSED (\$1000)