### Residential Plan Check Submittal Screening Checklist

(For Office Use Only)

**ARE THE DOCUMENTS COMPLETE FOR SUBMITTAL?**  
**YES**  
**NO**

If the answer is NO, then see deferral form for required items on back.

**DATE:** ________________  
**REVIEWED BY:** ________________________________________

(PRINT NAME OF PERSON REVIEWING PRESUBMITTAL PACKAGE)

(SIGNATURE OF PERSON REVIEWING PRESUBMITTAL PACKAGE)

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#### DRAWINGS REQUIRED

- **MINIMUM ITEMS TO BE SHOWN ON PRINTS AS APPLICABLE**
  - **FULL SETS OF PRINTS**
    - **GENERAL DATA**
      - FLOOR AREAS: NEW, EXISTING, ADDED
      - OWNERS NAME, ADDRESS & PHONE #
    - SITE PLAN
      - DIMENSIONED & TO SCALE
      - ALL STRUCTURES, SETBACKS, EASEMENTS, ETC.
    - CITY of SR CALGreen CHECKLIST
      - INCORPORATED INTO OR ATTACHED TO THE SET OF PRINTS
    - IRRIGATION & LANDSCAPE SHEETS
      - FOR NEW BUILDINGS ONLY
    - GRADING PLAN
      - FOR TOPOGRAPHY OVER 10% · (E) & (N) CONTOURS
      - AMOUNT CUT & FILL IF OVER 50 cu. yds.
    - EXISTING/DEMO FLOOR PLAN
      - EXISTING WALLS TO REMAIN & BE REMOVED
      - ROOMS TO BE LABELED · DOOR & WINDOW LOCATED
    - FLOOR PLAN FOR EACH BLDG/STORY
      - DIMENSIONED & TO SCALE · WALL LEGEND
      - ROOMS & USES LABELED
      - DOOR & WINDOW LOCATIONS & SIZE
      - FAU, WH, W & D, GAS & ELECT METER LOCATIONS
    - ELECTRICAL FLOOR PLANS EA. STORY
      - SWITCHES, OUTLETS & LIGHT FIXTURES
      - ELECTRICAL METER AND PANELS
      - COMPLIANCE TO TITLE 24 ENERGY
    - REFLECTED CEILING PLAN
      - SKYLIGHTS, LIGHT FIXTURES, CHANGES IN CEILING PLANES, SMOKE DETECTORS, ETC.
    - BUILDING CROSS SECTION
      - MOST INFORMATIVE LOCATION · TO SCALE
      - RELATIONSHIP OF ALL STRUCTURAL ELEMENTS
    - BUILDING ELEVATIONS
      - FOUR VIEWS REQ'D FOR NEW
      - ANY VIEWS EFFECTED BY ADDITION OR REMODEL
      - BUILDING HEIGHTS & TO SCALE
      - ALL OPENINGS AND FINISHES · ROOF SLOPES
  - **FOUNDATION PLAN**
    - DIMENSIONED & TO SCALE
    - FOOTINGS, HOLDDOWNS, PIERS
    - FLOOR FRAMING (IF APPLICABLE)
  - **FLOOR FRAMING PLAN**
    - SHEAR WALLS OR BRACED WALLS
    - F.J.’S, HDR’S., BMS., STAIR OPENINGS, ETC.
  - **ROOF FRAMING PLAN**
    - F.J.’S, HDR’S., BMS., STAIR OPENINGS, ETC.
  - **ARCH/STRUCT DETAILS**
    - DRAWN TO SCALE
    - ROOF TO WALL, WALL TO FLOOR, AND FLOOR TO FOUNDATION CONNECTIONS

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#### SUPPORTING DOCUMENTATION

1. **COMPLETED PERMIT APPLIC.**
2. **SOILS REPORTS**
3. **STRUCTURAL CALCS.**
4. **ENERGY FORMS**
5. **WATER IRRIGATION CALCS**
6. **SOILS REVIEW LETTER**
7. **CALGreen DOCS. (SEE CALGReen )**
8. **COMPLETE SCHOOL DIST. FORM**
9. __OTHER: ____________________________

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#### PROCESSING REQUIREMENTS

- **METHOD OF PAYMENT**
  - (CASH, CHECK, MASTERCARD OR VISA ONLY)
- **PLANNING APPROVALS**
  - (LANDMARK, HILLSIDE, ETC.)
- **ENGINEERING APPROVALS**
  - (FINAL MAPS, IMPROV. PLANS, ENCROACHMENT, ETC)
9. __OTHER: ______________________________

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**FOR OFFICE USE ONLY:**

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**ARE THE DOCUMENTS COMPLETE FOR SUBMITTAL?**  
**YES**  
**NO**

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**DATE:** ________________  
**REVIEWED BY:** ________________________________________

(PRINT NAME OF PERSON REVIEWING PRESUBMITTAL PACKAGE)

(SIGNATURE OF PERSON REVIEWING PRESUBMITTAL PACKAGE)

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**IF THE APPLICANT AGREES TO THE DEFERRAL FORM THEN THE INCOMPLETE SUBMITTAL PACKET MAY BE SUBMITTED.**

**PROVIDE A COPY OF THIS SHEET AND THE DEFERRAL SHEET (IF COMPLETED) TO THE APPLICANT**
This form must be completed and signed by the building division staff prior to permit application initialization and plan check.

The applicant is requesting the following required items to be deferred to a later submittal date:

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<th>ITEM(S) TO BE DEFERRED</th>
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The applicant acknowledges that the items listed above are required for a complete plan check associated to a building permit application. If item is not submitted as listed above then plan check packet will be returned to applicant as incomplete.

1. Project designer or owner:

   ___________________________
   (Print name of project designer or owner)

   ____________________________
   (address and phone #)

   ____________________________
   (signature)

   Note: the signor above has the responsibility to notify the owner of deferred submittal items required to be submitted in order to complete the submittal package for plan check review.

   10/29/2010

   PROVIDE A COPY OF THIS SHEET (IF COMPLETED) AND THE SCREENING SHEET TO THE APPLICANT.