



RESIDENTIAL SUBMITTALS PACKAGE CHECKLIST

Unsigned stamps from the Architect and/or Engineer will be allowed for the **Initial Plan Submittal**. Beginning with the **Resubmittals**, all design professional stamps must be signed. Licensed professional stamps can be wet signatures or digital stamps produced through Annotations or Drawing Markup tools

BUILDING DIVISION

Please take a moment to compare your plan sets with this checklist. This form is to assist building permit applicants in determining the adequacy of their submittal package. As complete plan submittals allow the City to maintain an expedited plan check process, **No deferred submittals will be allowed**. Incomplete submittals cannot be accepted and will be returned to the applicant without the benefit of a full plan check. Check the items that are included.

- Completed Building Permit Application. Include Owner information. (including proof of ownership if owned for 1 year or less).
- Owner-Builder form and Authorized Agent form. (as applicable).
- ELECTRONIC (PDF) PLANS. All permit applications, plans and supplementary documents shall be in PDF format.
- COVER SHEET INFORMATION: Index, owner information, project data, Climatic and Geographic Design Criteria.
- COMPLETE SITE PLAN: To scale, dimensioned, show location of electrical tie-in into the utility company, location of water and sewer connections, indicate curb, gutter, sidewalk and approach. Call out minimum FLOOD ZONE elevation, show any existing structures and dimension setbacks. Provide the site address and Assessors Parcel Number. Show location and type of all easements. Provide lot elevation differences of more than 6" from the adjacent properties. Include a North Arrow and the lot orientation.
- COMPLETE FLOOR PLAN: To scale and dimensioned.
- EXTERIOR ELEVATIONS: Provide all the applicable major elevations (North, South, East and West).
- CROSS-SECTIONS & CONSTRUCTION DETAILS: Provide enough cross-sections and details as needed for different conditions.
- COMPLETE FOUNDATION PLAN: Drawn to scale and dimensioned.
- FLOOR JOIST FRAMING PLAN: (provide a manuf'd floor truss system calcs package, or I-joint floor system tables and specs.)
- ROOF FRAMING PLAN: Indicate pitch, direction of slope, location of hips, valleys, dormers, and equipment, layout plan, location and size headers, beams, and girders. (If Conventional Frame provide sizes of all members (rafters, hips, valleys, ridges, and purlins)
- TRUSS CALCS: Include layout, truss drawings & details. Include the Engineer or Architect of Record's truss review/approval letter.
- STRUCTURAL CALCS (if applicable): Indicating design loads, shear layout and transfer. Provide beam & Footing Calculations.
- ELECTRICAL PLAN: (may be included on Floor Plan, if small project & if kept clear), include elect. calcs & main service panel and subpanel locations.
- SOLAR (PV) PLANS: Provide line diagram, electrical calculations, rating of the OCPDs, rapid shutdowns and disconnects locations, locations of service point and utility metering, provide cut sheets or data sheets for each of the system components.
- MECHANICAL PLAN: Indicating size and location of units and size of ducts and outlets.
- PLUMBING PLAN: Include hot & cold water lines, gas & waste lines. Include sizing for each.
- ENERGY CALCULATIONS: Provide CF-1R forms on the plans. Also, provide two (2) copies of the 8.5"X11" CF1R form.
- Completed RECYCLING & REUSE PLAN (Will Serve Letter, or Waste Management Plan) (as applicable).
- Complete SOILS REPORT (if applicable).
- Complete GRADING PLAN(S) (if applicable).
- Complete LANDSCAPE PLAN(S) (if applicable) in compliance with the MWEL0 requirements.
- FIRE SPRINKLER PLANS & HYDRAULIC CALCULATIONS (for all new construction and as applicable for additions or alterations).
- CALIFORNIA GREEN BUILDING STANDARDS (if applicable).
- DEMO CERTIFICATE (if applicable - from the San Joaquin Valley Air Pollution Control District).
- SCHOOL FEE (If the addition is 500 square feet or more, provide a receipt from the Madera Unified School District).
- ALL PLANS MUST BE PROPERLY ASSEMBLED AND STAPLED PRIOR TO SUBMITTAL.
- NO DEFERRED SUBMITTALS WILL BE ALLOWED.

TO BE FILLED OUT BY THE APPLICANT

I have reviewed this checklist and I understand that an incomplete submittal may result in delays in the plan check process

PRINT OR TYPE NAME: _____

SIGNATURE: _____ DATE: _____