INTAKE REQUIREMENTS FOR ALL PLANS AND ASSOCIATED DOCUMENTS

RETURN THIS FORM WITH YOUR COMPLETED SUBMITTAL

Submittal documentation may include, but not limited to the following:
(Deferred items are not allowed unless approved by the Building Official)

**Number of submittal plan sets and document copies required:**
- 3 Complete sets of Plans for Third Party (1 for Building Services and 2 for Third Party)
- 2 Complete sets of Plans
- 4 Extra Site & Floor Plan Sets
- 2 Copies of All Other Documents (truss calcs., engineering calcs., energy calcs., etc.)

**All plan sheets shall indicate:**
- Name of architect/designer and contact information
- Wet stamp and sign all plan sheets
- Scale
- Date
- Project location
- Owners name
- Plan title
- Sheet #

**Cover sheet/Plot plan to include:**
- Design Criteria (snow load, basic wind speed and wind exposure, SDC and site class)
- Wildland Urban Interface Requirements if applicable
- Plan Index
- Scope of Work
- Applicable Building Codes/Code Analysis

**Typical plan sheets:**
- Site/Plot plan (With Storm Water Management Plan and Grade Elevation Contour Lines With Elevations indicated)
- Storm Water Management Plan
- Floor plan and/or Existing Floor Plan
- Foundation plan
- Floor Framing plan
- Ceiling Joist plan
- Elevations (With Energy compliance details demonstrating insulation method for exterior walls and roof deck insulation)
- Electrical plan
- Roof Framing
- Structural/Construction details
- Fire Sprinkler plan, Calculations
- Water Purveyor Letter for Fire Sprinklers
- CAL Green Requirements
- Modular/Manufactured Homes; requires information specific for the project to be hi-lighted: marriage line, foundation plan, information specific to the project to be hi-lighted in the Installation Manual
- Waste Management Plan forms (completed at submittal)
- Wildland Urban Interface Requirements if applicable (Incorporate requirements into plans)

**Typical Additional Project Associated Documents:**
- Structural calculations
- Truss calculations and engineer approval letter
- Energy compliance forms
- 20% Disproportionate Accessibility Cost Worksheet

**OK for Submittal Inspector Date**