



## PLAN CHECK SUBMITTAL DECLARATION

Project Address: \_\_\_\_\_ Project Number: \_\_\_\_\_

Project Description: \_\_\_\_\_

I, \_\_\_\_\_ Applicant's Name \_\_\_\_\_ declare, to the best of my knowledge, that I have submitted all the necessary plans, reports, calculations, or necessary documentation needed to properly represent my project to be in compliance with all state and local codes.

I have included the following materials as a complete set of plans:

Provided	Not Applicable	Required & Not Provided	Document
			Survey/Topography Map
			Architectural Plans
			Structural Plans
			Structural Calculations
			Title 24 – Energy Calculations
			Soils Report
			Grading Plans
			Shoring Plans
			Civil/Drainage Plans
			Landscaping Plan
			Electrical Plan
			Mechanical Plan
			Plumbing Plan
			Industrial Waste Approval
			Health Department Approval
			Two (2) sets of plans are required.
			At final submittal all plans and calculations must be wet stamped and signed by the engineer of record. Exception: Electrical plans may be signed and stamped by an engineer or electrical contractor performing the electrical installation.

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			Minimum plan sheet size is ARCH B or ANSI B (11x17) and should be legible. All plans must be drawn to scale.
			All plans submitted shall have the design professional Company Name, Business Address, and contact information included as part of the submitted plans.
			All plans shall have the project property address including unit or suite number identified on all pages of the plan set.
			All plans shall have the owner of the project property identified.
			All plans shall be separately submitted for separate structures. For example one set of plans for a Main Building and a separate set of plans for an Accessory Structure.
			Plan submittal sets must be separated by Trade/Specialty. For example, the Plumbing should not be combined with Mechanical or Electrical plans.
			All plan set pages shall be stapled together. Loose sheets will not be accepted for submittal.
			All utility approval documents shall be incorporated into the submitted plan sets. Meter location approval from utility service company for example, AIC letter from Southern California Edison Company.

**Important Conditions:**

1. Applicant understands that failure to provide all required plans for review may result in the plans being returned as an incomplete plan review submittal, or will result in the City not being able to complete its plan review within the normal timeframe.
2. Applicant understands that if plans are incomplete for any reason, additional fees may be charged and revised building plans may be required.
3. Applicant understands that the Building Official may extend the Plan Check expiration date once for a period not exceeding 180 day when written requests are submitted prior to plan check expiration date. Applicant extension request must express the circumstances beyond the control of the applicant which prevented action from being taken. If permits have not been issued within the allotted plan check period, Owner/Applicant agrees to pay all required fees for a new plan check.

Owner/Applicant Agreement

I have read and understand the conditions listed above and agree to abide by these terms and conditions. I agree to assume all risks associated with this submittal and understand that the risks may include being required to submit revised plans or reports and being required to pay additional fees.

This is to acknowledge and attest that the plans and all required documentation submitted as checked above represents to my knowledge all required documents required in order for the City of [insert jurisdiction] to review plans in accordance with the scope of work as described above.

Applicant (print name): \_\_\_\_\_ Signature: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_