



Building Division

Plan Check Submittal Checklist

Permit Number: _____

Address: _____

This Plan Check Submittal Checklist shall be completed by the applicant, signed, and submitted with the first plan check submittal. The list of items below represents the necessary items required for a complete submittal package. If your project is minor or does not fall into a typical category, please contact Building Division staff prior to submittal to determine which items below may be omitted. **Omission of any required items below without written approval will be considered an incomplete submittal and will not be accepted for review.**

Where plans are required to be prepared by an architect or engineer the initial submittal may be accepted without signature per **B & P Code Section 5536.2** with a signed statement from the person who prepared the document they are licensed to prepare such documents. Subsequent submittals will be required to be signed by the person responsible for their preparation.

Title Sheet:	Applicant check			Staff check
• Occupancy	Y	N	N/A	
• Type of construction	Y	N	N/A	
• Square footage and allowable area justification	Y	N	N/A	
• Fire Sprinklered/Non-Fire Sprinklered Building	Y	N	N/A	
• Scope of work	Y	N	N/A	
• Current Code References	Y	N	N/A	
• Sheet index	Y	N	N/A	
• Vicinity Map	Y	N	N/A	
• Occupant Load	Y	N	N/A	
• Minimum number of plumbing fixtures required calculation/table	Y	N	N/A	
• Parking Calculation including accessible spaces required	Y	N	N/A	
• Lot coverage percentage calculation	Y	N	N/A	
Site Plan:				
• Complete dimensioned site plan w/ North directional arrow	Y	N	N/A	
• Location and size of utilities	Y	N	N/A	
• Point of connection of proposed utilities	Y	N	N/A	
• Accessible site features	Y	N	N/A	
Floor Plan				
Existing Floor Plan	Y	N	N/A	
Proposed Floor Plan	Y	N	N/A	
Foundation Plan	Y	N	N/A	

Framing Plan	Y	N	N/A	
Electrical Plan	Y	N	N/A	
• Single line diagram and panel schedules	Y	N	N/A	
Plumbing Plan	Y	N	N/A	
Mechanical Plan	Y	N	N/A	
Cal Green Mandatory Measures	Y	N	N/A	
(5) Sets of DPR Comments	Y	N	N/A	
(2) Sets of Title 24 Energy Calculations	Y	N	N/A	
• Compliance forms shall be a part of the architectural plans	Y	N	N/A	
(2) Sets of signed Structural Calculations	Y	N	N/A	
(2) Sets of Soils Reports	Y	N	N/A	
(2) Sets of Soil Percolation Tests for proposed septic installations	Y	N	N/A	
(2) Sets of Trusses: Reviewed and signed by E.O.R. and Truss Designer. (If deferred, Truss Submittal Deferral shall be on Title Sheet)	Y	N	N/A	

I, the undersigned, have understood the above information, verified each item is included in the submittal package and that the plans are complete and eligible for plan check.

APPLICANT NAME _____ **SIGNATURE** _____



CITY OF SIMI VALLEY

Building and Safety

Plan Submittal Checklist

Project Address: _____ PC# _____

Residential: **New** **Addition/Alteration** Commercial: **New/Addition** **TI**

Documents		Check if Provided	Filled by Staff	
			Required	Provided
General	Completed Building Permit Application Form		X	
	Cost Estimate to Establish Valuation (for additions and alterations)			
	Zone Clearance all projects (Note: Fire Dept. & Health Dept. are separate submittals. C, MF)			
Supporting Documents	Structural Calculations (2 sets stamped and signed)			
	Energy Forms (2-sets stamped and signed)			
	Soil Report (2 sets stamped and signed)			
	Title 24 Energy report (2 sets stamped and signed)			
	Sound Attenuation Report (MF) (2 sets stamped and signed)			
Plans <i>New commercial and industrial projects: provide 3-sets.</i> <i>New multi-family projects: provide 3-sets.</i> <i>Single family projects: provide 3-sets.</i> <i>Commercial tenant improvement: provide 3-sets.</i>	Detailed Statement of Scope of Work on Cover Sheet.			
	Project Data (Type of Const., Occupancy Group, Area, etc.)			
	Plot Plan/Site Plan (including setback dimensions, location of driveways and trees, accessible path of travel, etc.)			
	Landscape Plan (MF, C)			
	General and Fire Life Safety Notes			
	Floor Plans			
	Cross Sections/details			
	Elevations			
	Roof Plan			
	Disabled Accessibility Details (MF, C)			
	Foundation Plan			
	Excavation and Shoring Plans			
	Structural Framing Plans			
	Structural Details			
	Plumbing Plans (MF, C)			
Mechanical Plans (MF, C)				
Electrical Plans (MF, C) (RES on If >				
Re-submittals	Red Marked Plans with Corrected Sets		X	
	Written Correction Responses		X	
	Stamp and Signature of Architect or Engineer		X	

C = Commercial MF = Multi-family

To be filled out by Applicant

I understand that an incomplete plan check submittal may result in delays in plan check.

Applicant Name (Print) _____ Phone _____

Signature _____ Date _____