

**VERTICAL CONSTRUCTION – GENERAL SUBMITTAL CHECKLIST** (effective 10-10-13)

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Job Address: \_\_\_\_\_

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

**REQUIRED SUBMITTALS, APPROVALS & PAID FEES PRIOR TO BUILDING DEPARTMENT PLAN REVIEW:**

- City Business License (as required) - Business License requirement became effective July 2011
- (1) 11" x 17" and/or (1) 24" x 36" Set(s) of plans and digital PDF file(s) of the drawings
- Homeowner Association Approval Letter or "At Risk" Letter (as applicable)
- Applicable Planning ALC, Variance and Other Fees (as required)
- Planning Department and Architecture Landscaping Committee approvals

**REQUIRED SUBMITTALS & PAID FEES FOR PLAN REVIEW SUBMITTAL:**

- (2) Sets of Demolition Plans and Environmental Hazard Survey (if demolition required)
- (2) 24" x 36" Sets of wet signed Building Plans + (1) 24" x 36" County Tax Assessor set (cover sheet, site plan and floor plan with area calculations) NOTE: When required by law, plan sets must be prepared by a California licensed architect or engineer. Provide Assessor Parcel Number on the Title Sheet.
- (2) Sets of wet signed Title 24 Energy Calculations
- (2) Sets of wet signed Structural Calculations
- (2) Sets of wet signed Truss Calculations (unless conventional framed system or deferred submittal)
- (2) Sets of Fire Sprinkler Plans (required for 3000 ft<sup>2</sup> or larger commercial buildings or any size new SFR, SFR companion casita or duplex) for Fire Marshal review
- Applicable Planning Staff Review Fees & Plan Check Fees
- Building Plan Check Routing – City of IW utilizes contract plan check services. Plan check comments may be picked up directly from the contract plan check firm once notified of availability. Similarly, corrections can be submitted directly back to the contract firm to assist in plan turnaround.

**REQUIRED APPROVALS & PAID FEES PRIOR TO PERMIT ISSUANCE:**

- Planning Approval (Second Planning Approval is Necessary Following Plan Check)
- School Fees (Obtain Form from the City at Plan Check Approval)
- Engineering Approval – Precise Grading Plan/Pad Elevation Approval & Geotechnical Report as required by Plan Checker, Structural Engineer Letter, PM10 Plan, SWPPP Plan (Sites >1 acre)
- Fire Department (Residential, Commercial and Solar Projects)
- Health Department (Restaurants)
- Construction and Demolition Debris Management Plan - Obtained through Kenn Stevens at Burrtec (760) 578-5215
- Applicable Building & Grading Permit Fees & PM10 Deposit

I have received a copy of this vertical construction general submittal checklist and understand the required processing, approvals and fees.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date