



## RESIDENTIAL TRACT PLAN SUBMITTAL CHECKLIST

Effective January 1, 2008

Done?	No. of Copies Required	Description:
<input type="checkbox"/>	2	Lot Fit Analysis Plan
<input type="checkbox"/>	2	Typical 8-1/2"x11" Dimensioned Plot Plans
<input type="checkbox"/>	2	2006 International Energy Conservation Code calculations - Wet Sealed by architect, engineer, or signed by contractor
<input type="checkbox"/>	2	Soils Reports must be dated within one year of permit application. Provide an update letter from soils engineer.
<input type="checkbox"/>	3	When structural is submitted and Special Inspection is required, submit SI-2 and SI-3 completed by engineer or if not required, provide engineer letter stating that Special Inspection is not required
<input type="checkbox"/>	2	Structural Calculations - Wet Sealed
<input type="checkbox"/>	3	Truss Calculations (1 wet stamped set, 2 copies, reviewed & signed by the Engineer of Record)
<input type="checkbox"/>	2	Complete sets of plans including: <ul style="list-style-type: none"> <li>a) Architectural</li> <li>b) Structural</li> <li>c) Mechanical</li> <li>d) Plumbing</li> <li>e) Electrical (include load calculations)</li> </ul>

**Plans drawn in pencil / pen, or with colored highlighting are not acceptable.**

**Note: For detail requirements for items on this checklist, please refer to corresponding handouts available at front counter of Building and Safety.**