



Building & Safety Division

PT-05-02

Minimum Plan Check Submittal Checklist

Permit Center Staff will review this checklist prior to plan check submittal to ensure completeness.

Project Name: _____ PC# _____

Project Address: _____

Residential: **New Addition/Alteration**

Commercial: **New/Addition TI**

	Documents	Check if Provided	Filled by Staff		
			Required	Provided	
General	Completed Building Permit Application Form		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Detailed Cost Estimate to Establish Valuation (for additions and alterations)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Means and Methods Plan (For Tenant Occupied Residential Units)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Supporting Documents	Structural Calculations		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Soil Report (For all projects located in Geohazard zones or any addition greater than 750 SF)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Title 24 report (including Santa Monica Green Building Provisions for New Buildings)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Sound Attenuation Report (for new multifamily projects in noise critical zones)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Plans	Detailed statement of Scope of Work on Cover Sheet		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Project Data (Type of Const., Occupancy Group, sq.ft., etc.)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Plot Plan/Site Plan (including setback dimensions, location of driveways and trees, etc.)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Tree Protection Plan (for Private and Public trees)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	General and Fire Life Safety Notes		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Floor Plans		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Cross Sections/details		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Elevations		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Roof Plan		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Disabled Accessibility Details (for Commercial and new multifamily projects)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Energy Forms		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Foundation Plan		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Excavation and Shoring Plans		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Structural Framing Plans		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Structural Details		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Plumbing Plans (for Commercial and multifamily projects)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Mechanical Plans (for Commercial and multifamily projects)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Electrical Plans (for Commercial and multifamily projects)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Landscape Plan		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

To be filled out by Applicant

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

Applicant Name (Print) _____ Contact Phone No. _____

Signature _____ Date _____