



## ELECTRONIC PLAN REVIEW (PLAN CHECK) MINIMUM SUBMITTAL GUIDE

The following guide details examples of the contents of a complete Electronic Plan Review (EPR) package to assist you with preparing your submittal. Review the items below and provide what is applicable to your proposal. Please contact a Permit Specialist at 310.458.8355 or [epplans@smgov.net](mailto:epplans@smgov.net) if you have any questions.

Documents	
<b>General</b>	Completed EPR Application Form
	Detailed Cost Estimate to Establish Valuation (for additions and alterations)
	Means and Methods Plan (required for all tenant-occupied residential properties)
<b>Supporting Documents</b>	Structural Calculations
	Soils Report (For all projects located in geo-hazard zones or any addition greater than 750 SF)
	Title 24 report (including Zero Net Energy calculations)
	Sound Attenuation Report (for new multifamily projects in noise critical zones)
	Water Neutrality Calculator
	Waste Management Plan (for all projects with a valuation of \$50,000 or more)
	Coastal Commission Approval
<b>Project Plans</b>	Detailed statement of Scope of Work on Cover Sheet
	Project Data (Type of Const., Occupancy Group, breakdown of existing and new square footages, etc.)
	Plot Plan/Site Plan (including setback dimensions, location of driveways, mechanical equipment, trees, etc.)
	Tree Protection Plan (for private and public trees)
	General and Fire Life Safety Notes
	Floor Plans
	Cross Sections/Details
	Elevations
	Roof Plan
	Disabled Accessibility Details (for commercial and new multi-family projects)
	Energy Forms (including Energy and Zero Net Energy)
	Foundation Plan
	Excavation and Shoring Plans
	Structural Framing Plans
	Structural Details
	Plumbing Plans
Mechanical Plans	
Electrical Plans	
Landscape Plans	