

**CITY OF PORTERVILLE  
COMMERCIAL- INDUSTRIAL  
PLAN SUBMITTAL CHECKLIST**

*Please take a moment to compare your plans with the checklist. This form is to assist building permit applicants in determining the adequacy of their submittal package. As complete plan submittals allow the City to maintain an expedited plan check process, **NO deferred items** will be allowed. If the plans and other construction documents are incomplete, the plans submitted may be returned to the applicant without the benefit of a full plan check. Plans must have the stamped and "WET" ink signature of a state licensed architect or engineer responsible for their preparation. Check the items that are included.*

- 3 Identical sets of plans and 2 sets of calculations are required.**
- Permit Application Form, plan check deposit, and a copy of the PRC letter attached to each plan.
- Hazardous materials declaration, if applicable.
- COMPLETE SITE PLAN:** To scale, dimensioned, all on-site and off-site improvements, location of all existing and proposed fire hydrants and fire flow calculations per the current edition of the CFC and City ordinance, location of water and sewer service connections at the city mains and to each building and REQUIRED YARDS for building area purpose.
- Landscaping and irrigation plans, including required street trees. **Must be drawn and designed per the current California Green Code and City ordinances.**
- Redevelopment Agency letter listing conditions of approval or approved plans with original "WET" ink signature of staff (only for those areas covered by the Redevelopment Agency).
- Conditional Use Permit, Variances, or Planned Development conditions of approval.
- COMPLETE CIVIL PLAN:** Including processed grading plan, existing topography, building pad and finished floor elevation city datum), parking lot grades, and wall footage elevations.
- OCCUPANCY CLASSIFICATION:** Type of construction, basic allowable area or rationale for allowable area increase, building use and valuation.
- Indicate if this permit is for an occupancy change. Specify previous business or use.
- COMPLETE FLOOR PLAN:** To SCALE and DIMENSIONED.
- Minimum of the four major elevations.
- Complete structural plans to include foundation, floor, and roof framing and all details connections.
- Structural calculations, including vertical and lateral design, based on the current edition of the California Building Code.
- COMPLETE SET OF TRUSS CALCULATION:** This will include layout, truss calculation sheets keyed to layout, size and type of connections and lateral bracing plan. **OR**
- "WET" STAMP:** One set of calculations must have the "WET" signature of the design engineer.
- Complete project specifications.
- ELECTRICAL FLOOR PLAN:** Including service size calculation, location of sub-panels, and feeder sizes and a complete one-line diagram.
- FIRE DEPARTMENT MAINTENANCE PLAN:** One 8-1/2" x 11" size copy of each floor plan. Site and Floor Plan.
- Where fire suppression systems are required; submit 3 sets of plans to the building Department with (1) set to remain with the Fire Department. In addition, sets of plans for the underground water supply, dictating location of an approved above-ground and/or below-ground back flow device with (1) set of plans to remain with the Fire Department, all for approval.
- MECHANICAL PLAN:** Indicating size and location of units and size of ducts and outlets.
- Provide soil report from licensed testing agency.
- PLUMBING PLAN:** Indicating location of DWV system and water and gas piping size calculations and schematics.
- COMPLETE CCR ENERGY ANALYSIS Title 24 forms:** PROVIDE FORMS, MECH, LTG, ENV, and mandatory features must appear in blueprints.
- GREEN PLAN:** A plan designed to meet the specifications of the current California Green Code and including the completed compliance forms and worksheets.
- ALL PLANS MUST BE COMPLETELY ASSEMBLED AND STAPLED PRIOR TO SUBMITTAL. NO DEFERRED ITEMS.**

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**INCOMPLETE SUBMITTALS WILL BE REFERRED BACK  
TO THE APPLICANT FOR ADDITIONAL INFORMATION**

I have reviewed this checklist and I recognize that delays are caused by inadequate plan submittals.

PRINT OR TYPE NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_