



Building Division

Permit # \_\_\_\_\_

## RESUBMITTAL CHECKLIST

The following items are being returned to you for correction or comment. Upon resubmittal the items are to be returned along with any redlined plans that were given to you. **In addition we will require written responses to the corrections provided to you for each department.** Omission of any required items below will be considered an incomplete submittal.

**If there has been a change in the scope of work since the 1<sup>st</sup> review notify the Permit Technician immediately!**

**Complete both the front and the back of the checklist**

NUMBER OF PLANS TO BE RESUBMITTED \_\_\_\_\_

BIN NUMBER \_\_\_\_\_ APPLICANT SIGNATURE \_\_\_\_\_

PLAN CHECK ACTIVITY: 2<sup>ND</sup> 3<sup>RD</sup> Meeting

CIRCLE ONE

Checklist	APPLICANT	STAFF
<b>Response Letter to Corrections</b>		
<ul style="list-style-type: none"> <li>One letter for each department with corrections</li> </ul>	Y N N/A	
<b>Title Sheet:</b>		
<ul style="list-style-type: none"> <li>Verify Sheet Index</li> </ul>	Y N N/A	
<ul style="list-style-type: none"> <li>Verify all sheets have been signed by the person responsible for their preparation</li> </ul>	Y N N/A	
<b>Site Plan</b>	Y N N/A	
<b>Floor Plan</b>	Y N N/A	
<b>Foundation Plan</b>	Y N N/A	
<b>Framing Plan</b>	Y N N/A	
<b>Electrical Plan</b>	Y N N/A	
<b>Plumbing Plan</b>	Y N N/A	
<b>Mechanical Plan</b>	Y N N/A	
<b>NEW (5) booklets or the same number of booklets as departments reviewing your plans of the following:</b>		
<ul style="list-style-type: none"> <li>DPR Comments</li> </ul>	Y N N/A	
<ul style="list-style-type: none"> <li>Mitigation Monitoring Report Plans</li> </ul>	Y N N/A	
<ul style="list-style-type: none"> <li>Conditions of Approval</li> </ul>	Y N N/A	

<b>(2) Sets of Title 24 Energy Calculations</b>				
• Previous and Revised calculations as applicable	Y	N	N/A	
<b>(2) Sets of signed Structural Calculations</b>	Y	N	N/A	
<b>(2) Sets of Soils Reports</b>	Y	N	N/A	
<b>(2) Sets of Soil Percolation Tests for proposed septic installations</b>	Y	N	N/A	
<b>(2) Sets of Trusses: Reviewed and signed by E.O.R. and Truss Designer.</b> (If deferred, Truss Submittal Deferral shall be on Title Sheet)	Y	N	N/A	