



COMMERCIAL / INDUSTRIAL SUBMITTAL CHECKLIST

Unsigned stamps from the Architect and/or Engineer will be allowed for the **Initial Plan Submittal**. Beginning with the **Resubmittals**, all design professional stamps must be signed. Licensed professional stamps can be wet signatures or digital stamps produced through Annotations or Drawing Markup tools

BUILDING DIVISION

Please take a moment to compare your plan sets with this 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 submittals will be allowed**. Incomplete submittals cannot be accepted and will be returned to the applicant without the benefit of a full plan check. Check the items that are included.

- ☐ Completed Building Permit Application. Include Owner information. (including proof of ownership if owned for 1 year or less).
- ☐ Contractor Information and Authorized Agent form. (as applicable).
- ☐ HAZARDOUS MATERIALS DECLARATION: (If applicable)
- ☐ PLANNING DIVISION CONDITIONS OF APPROVAL LETTER: Conditional Use Permit, Variances, etc.
- ☐ PLANS APPROVED BY MADERA COUNTY PUBLIC HEALTH DEPARTMENT. (as applicable if food sales and/or service).
- ☐ COVER SHEET INFORMATION: Index, owner information, designer information, project data, scope of work, Code Analysis with Design Criteria, Building Use, Occupancy Classification, Construction Type, allowable areas or increase, occupant load calculations.
- ☐ COMPLETE SITE PLAN: To scale and dimensioned, show location of 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. Show the location of water and sewer service connections at the city mains and to each building. Call out minimum Flood Zone elevation, show any existing structures and dimension setbacks. Provide the site address. Show location and type of all easements. Provide lot elevation differences of more than 6" from the adjacent properties. Include a North Arrow and the lot orientation.
- ☐ COMPLETE FLOOR PLAN: To scale and dimensioned.
- ☐ EXTERIOR ELEVATIONS: Provide all the applicable major elevations (North, South, East and West).
- ☐ ELECTRICAL PLAN: Include complete one-line diagrams, service size calcs, feeder sizes, main service panel & subpanel locations.
- ☐ MECHANICAL PLAN: Indicating size and location of units and size of ducts and outlets.
- ☐ PLUMBING PLAN: Indicate location of DWV systems and Include hot & cold water & gas lines. Include sizing & schematics for each.
- ☐ ENERGY CALCULATIONS: Provide all applicable forms (MECH, LTG, ENV) on the plans. Also, provide copies of the 8.5"X11" forms.
- ☐ COMPLETE STRUCTURAL PLANS: Drawn to scale and dimensioned. Include Foundation Plan, Floor and Roof Framing, cross-sections & construction details.
- ☐ TRUSS CALCS: Include layout, truss drawings & details. Include the Engineer or Architect of Record's truss review/approval letter.
- ☐ STRUCTURAL CALCS (if applicable): Indicating vertical and lateral design. Provide beam & Footing Calculations.
- ☐ COMPLETE CIVIL PLAN(S) (if applicable). Drawn to scale and dimensioned. Include existing topography, proposed Grading Plan, building pad and finish floor elevation city datum, parking lot grades, and wall footing elevations.
- ☐ Complete SOILS REPORT (if applicable – from a licensed testing agency).
- ☐ Complete LANDSCAPE & IRRIGATION PLAN(S) (if applicable) in compliance with the MWEL requirements.
- ☐ FIRE SPRINKLER PLANS & HYDRAULIC CALCULATIONS (for all new construction and as applicable for additions or alterations).
- ☐ CALIFORNIA GREEN BUILDING STANDARDS (if applicable).
- ☐ Completed RECYCLING & REUSE PLAN (Will Serve Letter, or Waste Management Plan) (as applicable).
- ☐ SOLAR (PV) PLANS / SOLAR-READY: (as applicable) If SOLAR (PV) PLANS Provide line diagram, electrical calculations, rating of the OCPDs, rapid shutdowns and disconnects locations, locations of service point and utility metering, provide cut sheets or data sheets for each of the system components. If SOLAR-READY indicate the location of the solar ready roof areas
- ☐ DEMO CERTIFICATE OR WAIVER (as applicable depending on scope of work - from the San Joaquin Valley Air Pollution Control District).
- ** ELECTRONIC (PDF) PLANS: All permit applications, plans and supplementary documents shall be properly formatted as native PDF files, shall be in compliance with the "[Electronic Plan Submittal Guidelines](#)", and shall be submitted electronically.
- ** NO DEFERRED SUBMITTALS WILL BE ALLOWED.
- ** SCHOOL FEE (A receipt from the Madera Unified School District shall be provided, by the Applicant, prior to permit issuance).

TO BE FILLED OUT BY THE APPLICANT

I have reviewed this checklist and I understand that an incomplete submittal package, or a submittal package not in compliance with the "[Electronic Plan Submittal Guidelines](#)", may result in delays in the plan check process.

PRINT OR TYPE NAME: _____

SIGNATURE: _____ DATE: _____