



CITY OF MANTECA – COMMUNITY DEVELOPMENT DEPARTMENT

Building Safety Division • (209) 456-8550 • Fax (209) 923-8955
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SUBMITTAL CHECKLIST

- This checklist is a guideline for minimum requirements. Specific work may require additional documentation.
- All items must be addressed for a submittal to be considered complete. Incomplete submittals will not be accepted.
- Plans must be on minimum 24" x 36" paper unless otherwise specified.
- FINAL TWO SETS OF PLANS MUST BE WET-STAMPED AND SIGNED BY DESIGNER OF RECORD.
- **Electronic copy of plans that are five (5) pages or more, and all supporting documentation in PDF or TIFF form to be included with submissions beginning with the second submittal and each subsequent submittal thereafter.**
- **NO SUBMITTALS ACCEPTED AFTER 4:00 p.m.**

Type of document	Required number			
	First Submittal	Received	Resubmittal* # _____	Received
Building permit application	1		N/A	
Cover sheet - verify address	5		5 (2 wet)	
Site plan - must be to scale	5		5 (2 wet)	
Civil plans (C sheets, grading & utilities)	5		5 (2 wet)	
Architectural plans (A sheets)	5		5 (2 wet)	
Structural plans (S sheets)	5		5 (2 wet)	
Landscape plans (L sheets)	5		5 (2 wet)	
Plumbing plans (P sheets)	5		5 (2 wet)	
Mechanical plans (M sheets)	5		5 (2 wet)	
Electrical plans (E sheets)	5		5 (2 wet)	
Structural calculations (<i>on separate 8.5x11 paper</i>)	2		2 (wet)	
Energy Calcs/Title 24 (<i>on separate 8.5x11 paper</i>)	2 (or N/A)		2 (or N/A)/wet	
Soils report	2 (or N/A)		2 (or N/A)/wet	
Response Lists: __ Building __ Planning __ Public Works __ P&M __ Elec. __ Fire	N/A		1 each	
Electronic copy of plans in PDF or TIFF format:				
Other:				

*** RESUBMITTALS:**

Have changes been made to the plans that were not as a result of items on the correction list?

NO YES If yes, indicate how they are addressed:

Separate sheet attached Included in response letter

<u>OFFICE USE ONLY</u>	
Project address: _____	Type: _____ Permit # _____
Received from: _____	Received by (Permit Tech): _____
<input type="checkbox"/> ACCEPTED: COMPLETE <input type="checkbox"/> REJECTED: INCOMPLETE <i>Missing item(s):</i> _____	