



DEVELOPMENT SERVICES DEPARTMENT
 Building Safety Division

PLAN SUBMITTAL CHECKLIST

Please save and upload PDFs of all required DOCUMENTS and PLANS from the checklist below. All application attachments uploaded to the Online Plan Submission Portal must comply with the E-Plan Submittal Requirements.

STEP 1: Complete the required documents for your project.

STEP 2: Log in to the Online Plan Submission Portal and enter your project information to begin the pre-application process.

STEP 3: Upload your completed PDF documents in accordance with the Electronic Plan Submittal Requirements.

ADDITIONAL INFORMATION

1. All submissions must comply with the City of Manteca Electronic Plan Submittal Requirements.
2. Once your pre-application has been processed, you will receive a request for payment of your plan review fees. Please note, your submittal will not be distributed to applicable City departments, nor will your plan review period begin, until payment has been received.
3. If you are only looking to receive Advanced Plan Check Fees and do not have plan sheets to upload for review yet, upload this completed E-Submittal Checklist and Questionnaire in PDF as a plan document to the Online Plan Submission Portal. Staff will send you the plan check fees, assuming the plans will be submitted at a later date.

DOCUMENTS	
ALL PROJECTS (AT APPLICATION)	
<input type="checkbox"/> <u>Building Permit Application</u> <input type="checkbox"/> <u>Electronic/Digital Signature Disclosure</u>	
SINGLE FAMILY DWELLING	
<input type="checkbox"/> <u>Single Family Dwelling Supplement</u>	
DURING PLAN REVIEW	
<input type="checkbox"/> <u>Response List</u>	
PRIOR TO PERMIT ISSUANCE	
<input type="checkbox"/> <u>Building Permit Issuance Application</u> <input type="checkbox"/> <u>Owner-Builder Acknowledgement and Verification (if Applicable)</u> <input type="checkbox"/> <u>Agent Authorization (if Applicable)</u>	
PLANS	
All Plans submitted shall be per the Electronic Plan Submittal Requirements. The plans shall include:	
Cover Sheet with Address Site Plan Architectural Plans Structural Plans Plumbing Plans Mechanical Plans Electrical Plans	Landscape Plans Civil Plans Energy Calculations Structural Calculations Truss Calculations Soils Report