



# Check List For Plan Submission

**CITY OF NEWARK, CALIFORNIA**

**BUILDING INSPECTION DIVISION**

37101 Newark Blvd, Newark, CA 94560-3796 510-578-4261 Fax 510-578-4307 e-mail: building.inspection@newark.org

Plans submitted to the City Building Inspection Division as part of an application for a building permit must be complete in order to process the application in a timely manner. Incomplete plans make plan reviews more difficult often resulting in longer turn-around times. Please be sure plans are complete before submitting them to the City. The following is a check list that can be used to ensure applications are complete. This same check list will be used by City staff when processing new submittals. Please note that in addition to the two hard copies of the drawings one USB Flash Drive containing the electronic copy of the drawings shall be submitted except for small residential alterations.

<b>NEW SINGLE FAMILY DWELLINGS (Initial or first submission)</b>		
<b>PROVIDED</b>	<b>NEEDED</b>	<b>ITEM OR DOCUMENT</b>
		One USB Flash Drive containing the electronic copy of the drawings in PDF format
		2 sets of bound drawings with all sheets the same size. Drawings shall include the following;
		Site plan
		Floor plan
		Exterior elevations
		Sections
		Foundation plan
		Second / third story floor framing plan (only required for two and three story structures)
		Roof framing plan
		Electrical plan
		Title 24 energy conservation forms
		HVAC plan (required on two and three story structures)
		Gas pipe sizing diagram if there are any natural gas fire appliances
		One of the two bound sets shall be stamped and signed by the architect or engineer of record (if needed)
		One copy of the soils/geotechnical report (not required unless high soil bearing values are used)
		Structural calculations (required for non-conventionally constructed structures)
		Title 24 energy conservation forms

<b>ALTERATIONS AND/OR ADDITIONS TO SINGLE FAMILY DWELLINGS (Initial or first submission) - not for small projects such as kitchen or bathroom alterations -</b>		
<b>PROVIDED</b>	<b>NEEDED</b>	<b>ITEM OR DOCUMENT</b>
		One USB Flash Drive containing the electronic copy of the drawings in PDF format
		2 sets of bound drawings with all sheets the same size. Drawings shall include the following;
		Site plan
		Existing floor plan (not required if existing conditions can be adequately delineated on new floor plan)
		Floor plan
		Exterior elevations (not required for project with interior alterations only)
		Foundation plan (only required if alterations or additions are being made to the foundation)
		Roof framing plan (only required if alterations or additions are being made to the roof structure)
		Title 24 energy compliance forms (only required for additions)
		Electrical plan
		One of the two bound sets shall be stamped and signed by the architect or engineer of record (if needed)
		Structural calculations (only required for non-conventionally constructed additions)
		Title 24 energy conservation forms (only required for additions)



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## **NEW COMMERCIAL / INDUSTRIAL BUILDING AND ADDITIONS (Initial or first submission)**

PROVIDED	NEEDED	ITEM OR DOCUMENT
		One USB Flash Drive containing the electronic copy of the drawings in PDF format
		2 sets of bound drawings with all sheets the same size.
		Drawings must include all portions of the work such as architectural, structural, civil, plumbing, mechanical, and electrical. (Fire sprinkler plans may be deferred)
		Title 24 energy compliance forms (on drawings) and supporting documentation
		Soils / geotechnical report (required for all new structures and additions exceeding 50% of existing structure
		One of the two bound sets shall be stamped and signed by the architect or engineer of record (if needed
		Structural calculations

## **COMMERCIAL / INDUSTRIAL TENANT IMPROVEMENTS (Initial or first submission)**

PROVIDED	NEEDED	ITEM OR DOCUMENT
		One USB Flash Drive containing the electronic copy of the drawings in PDF format
		2 sets of bound drawings with all sheets the same size.
		Drawings must include all portions of the work such as architectural, structural, civil, plumbing, mechanical, and electrical. (Fire sprinkler plans may be deferred)
		Title 24 energy compliance forms (on drawings) and supporting documentation
		One of the two bound sets shall be stamped and signed by the architect or engineer of record (if needed
		Structural calculations
		Floor plan on 8.5" x 11" paper (only required for a T/I in Newpark or Lyon malls)

## **SMALL RESIDENTIAL PROJECTS SUCH AS KITCHEN OR BATHROOM ALTERATIONS (These projects are generally considered over-the-counter and permits issued same day)**

PROVIDED	NEEDED	ITEM OR DOCUMENT
		Electronic copy NOT required. City will scan documents if needed.
		Two (2) copies of the floor plan of the area being altered – plan must include electrical improvements

## **RESUBMITTALS (Second and third reviews)**

PROVIDED	NEEDED	ITEM OR DOCUMENT
		One USB Flash Drive containing the electronic copy of the revised drawings in PDF format
		2 sets of bound revised drawings with all sheets the same size.
		Letter from applicant addressing all comments and identifying specific locations of revisions to the drawings
		Both sets of drawings stamped and signed by architect or engineer (if required)
		All support documents requested in the first plan review letter provided to applicant
		Copy of receipt for school developer fees from Newark Unified School District if applicable
		For food service facilities provide Alameda County Health Department approved plans