



# CITY OF MANTECA – COMMUNITY DEVELOPMENT DEPARTMENT

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

1001 West Center Street • Manteca, CA 95337 • www.ci.manteca.ca.us

## RE-SUBMITTAL REQUIREMENTS

### New Commercial Building or Addition

1. Please address all correction items and resubmit a total of (5) sets of revised plans and (2) sets of revised calculations and/or specifications (if applicable). **Two sets of plans and both sets of calculations/specifications must be wet-stamped/signed.**
2. Return **all red marked sets of plans**, calculations and other supporting documentation with your re-submittal.
3. **Provide a written response stating where all the plan review items have been addressed on the plans or a clarification in response to the correction comments. Failure to submit a response letter will deem your resubmittal incomplete and it will be rejected.**
4. Complete and return the enclosed **Submittal Checklist** with your resubmittal
5. Place a revision date on any revised sheet(s) and call out the corrected item(s) by placing a bubble or cloud around each item that has been changed (**use of a highlighter pen is not acceptable**).
6. If all items have not been clearly addressed or resolved by the completion of the **second review**, an hourly plan-check fee of will be assessed for all additional plan review time.
7. Obtain clearance from the Manteca Unified School District (MUSD). Have the enclosed form approved by MUSD and return it to the City of Manteca Building Safety Division at or before the time of permit issuance. Please note that the school district will require an 8-1/2" x 11" plot plan and an 8-1/2" x 11" floor plan. Contact MUSD at (209) 825-3200 Ext. 858 if you have any questions.
8. Please resubmit your revisions within 20 working days upon receipt of this letter. Our permit technician staff will conduct a follow-up call to remind you of the deadline if no response has been received.

***The City of Manteca comments are based on requirements of the California Building Standards Code found in the California Code of Regulations, Title 24:***

2010 California Building Code (2009 International Building Code)  
2010 California Plumbing Code (2009 Uniform Plumbing Code)  
2010 California Mechanical Code (2009 Uniform Mechanical Code)  
2010 California Electrical Code (2008 National Electrical Code)  
2010 California Fire Code  
2009 International Fire Code  
2008 Building Energy Efficiency Standard

Should you have questions regarding any of these requirements or procedures, please don't hesitate to contact me. Thank you for your cooperation and prompt response.

Regards,

Permit Technician

Phone:

E-mail:

cc: File