



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

SUBMITTAL CHECKLIST

New Commercial Building or Addition

- 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 and all supporting documentation in PDF or TIFF form.
- **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:	1		1	
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**

OFFICE USE ONLY

Project address: _____ Type: _____ Permit # _____

Received from: _____ Received by (Permit Tech): _____

ACCEPTED: COMPLETE **REJECTED: INCOMPLETE** *Missing item(s):* _____