



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

Commercial Tenant Infill or Remodel

- 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) | |
| Architectural plans (A sheets) | 5 | | 5 (2 wet) | |
| Structural plans (S 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 | |
| Response Lists: __ Building __ Planning __ Public Works __ P&M __ Elec. __ Fire | N/A | | 1 each | |
| Electronic copy in PDF or TIFF form | | | | |
| 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> _____ | |