



CITY OF MANTECA – COMMUNITY DEVELOPMENT DEPARTMENT

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

- 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 11" x 14" 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.**
- **NO NEW 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	3		3 (2 wet)	
Civil plans (C sheets, grading & utilities)	3		3 (2 wet)	
Architectural plans (A sheets)	3		3 (2 wet)	
Structural plans (S sheets)	3		3 (2 wet)	
Landscape plans (L sheets)	3		3 (2 wet)	
Electrical plans (E sheets)	3		3 (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:				
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> _____	