

**CITY OF TULARE
COMMERCIAL – INDUSTRIAL
PLAN SUBMITTAL CHECKLIST**

Please take a moment to compare your plans with the checklist. This form is to assist building permit applicants in determining the adequacy of their submittal package. A complete submittal will expedite the plan check process. If the plans and other construction documents are incomplete, the plan check process could be delayed. Plans must have the stamped and “WET” ink signature of a state licensed architect or engineer responsible for their preparation. Check the items that are included.

- 3 Identical sets of plans and 2 sets of calculations are required.**
- Permit Application Form, plan check deposit, indicate Design Review/Conditional Use Permit file number and approval.
- Hazardous materials declaration, if applicable.
- COMPLETE SITE PLAN:** To scale, dimensioned, all on-site and off-site improvements, location of all existing and proposed fire hydrants and fire flow calculations per 2001 CFC and city ordinance, location of water and sewer service connections at the city mains and to each building and **REQUIRED YARDS** for building area purpose.
- Landscaping and irrigation plans, including required street trees.
- Redevelopment Agency letter listing conditions of approval or approved plans with original “WET” ink signature of staff (only for those areas covered by the Redevelopment Agency).
- Conditional Use Permit, Variances, or Planned Development conditions of approval.
- COMPLETE CIVIL PLAN:** Including processed grading plan, existing topography, building pad and finished floor elevation (city datum), parking lot grades, and wall footage elevations.
- OCCUPANCY CLASSIFICATION:** Type of construction, basic allowable area or rationale for allowable area increase, building use and valuation.
- Indicate if this permit is for an occupancy change. Specify previous business or use.
- COMPLETE FLOOR PLAN:** To SCALE and DIMENSIONED.
- Minimum of the four major elevations.
- Complete structural plans to include foundation, floor, and roof framing and all details connections.
- Structural calculations, including vertical and lateral design, based on the 2001 CBC.
- COMPLETE SET OF TRUSS CALCULATION:** This will include layout, truss calculation sheets keyed to layout, size and type of connections and lateral bracing plan.
- OR**
- “WET” STAMP:** One set of calculations must have the “WET” signature of the design engineer.
- Complete project specifications.
- ELECTRICAL FLOOR PLAN:** Including service size calculation, location of sub-panels, and feeder sizes and a complete one-line diagram.
- FIRE DEPARTMENT MAINTENANCE PLAN:** One 8-1/2” x 11” size copy of each floor plan – PDF File (for Fire Department Maintenance file). Site and Floor Plan.
- Where fire suppression systems are required; sets for plans must be submitted to the Fire Department with (1) set to remain with the Fire Department, in addition sets of plans for the underground water supply, dictating location of an approved aboveground back flow device with (1) set of plans to remain with the Tulare Fire Department, all for approval.
- MECHANICAL PLAN:** Indicating size and location of units and size of ducts and outlets.
- Provide soil report from licensed testing agency.
- Provide PDF file on CD of approved plan.
- PLUMBING PLAN:** Indicating location of DWV system and water and gas piping size calculations and schematics.
- COMPLETE CCR ENERGY ANALYSIS Title 24 forms):** PROVIDE FORMS. MECH, LTG, ENV, and mandatory features must appear in blueprints.
- ALL PLANS MUST BE COMPLETELY ASSEMBLED AND STAPLED PRIOR TO SUBMITTAL.**

**INCOMPLETE SUBMITTALS WILL BE REFERRED BACK
TO THE APPLICANT FOR ADDITIONAL INFORMATION**

I have reviewed this checklist and I recognize that delays are caused by inadequate plan submittals.

PRINT OR TYPE NAME: _____

SIGNATURE: _____ DATE: _____