



**CITY OF HIGHLAND
BUILDING & SAFETY DIVISION**

27215 Baseline St., Highland Ca, 92346

Permit Counter: (909) 864-8732 X 232 | Inspection Request Line 909-864-8732 X 228

Plan Check Submittal Checklist

Address: _____ Permit Number: (To be completed by Staff) _____

This Plan Check Submittal Checklist shall be completed by the applicant, signed, and submitted with the first plan check submittal. The list of items below represents the necessary items required for a complete submittal package.

Where plans are required to be prepared by an architect or engineer the initial submittal may be accepted without signature per B & P Code Section 5536.2 with a signed statement from the person who prepared the document they are licensed to prepare such documents. Subsequent submittals will be required to be signed by the person responsible for their preparation.

New Structures & additions: A Fire Flow Test to be provided to the City for Plan initial plan check. If your project is minor or does not fall into a typical category, please contact Building Division staff prior to submittal to determine which items below may be omitted. Omission of any required items below without written approval may be considered an incomplete submittal and will not be accepted for review.

Title Sheet:	Applicant Check			Staff Check
• Occupancy group	Y	N	N/A	
• Type of construction	Y	N	N/A	
• Square footage and allowable area justification	Y	N	N/A	
• Fire sprinklered/ Non-sprinklered building	Y	N	N/A	
• Fire Alarm System/ No Alarm System/ Waterflow Monitoring	Y	N	N/A	
• Fire Hazard Severity Zone (Y/N)	Y	N	N/A	
• Fuel Modification Zone (Y/N)	Y	N	N/A	
• List of Fire code Permits Required (indicated whether deferred submittal or not)	Y	N	N/A	
• Scope of Work	Y	N	N/A	
• Applicable Code References	Y	N	N/A	
• Sheet index	Y	N	N/A	
• Vicinity Map	Y	N	N/A	
• Occupant Load	Y	N	N/A	
• List of Deferred Submittals	Y	N	N/A	
• Parking Calculation including accessible spaces required	Y	N	N/A	
• Lot coverage percentage calculation	Y	N	N/A	



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Plan Check Submittal Checklist Continued

Site Plan:			
• Complete dimensioned site plan w/ North directional arrow	Y	N	N/A
• Location and size of Utilities	Y	N	N/A
• Point of Connection of proposed utilities	Y	N	N/A
• Accessible site features	Y	N	N/A
• Location of Fire Hydrants with Distance measured to furthest distance of Construction	Y	N	N/A
• Fire Department Access/ Distance to nearest Access (New Structures/ Additions)	Y	N	N/A
Plan Set:			
Existing Floor Plan	Y	N	N/A
Proposed Floor Plan	Y	N	N/A
Exiting Plan	Y	N	N/A
Foundation Plan	Y	N	N/A
Framing Plan (for each Floor & Roof)	Y	N	N/A
Electrical Plan	Y	N	N/A
• Single Line Diagram and panel schedules	Y	N	N/A
Plumbing Plan	Y	N	N/A
• Fixture Unit Count	Y	N	N/A
• Isometric	Y	N	N/A
Mechanical Plan	Y	N	N/A
• Equipment Schedule	Y	N	N/A
Cal Green Mandatory Measures	Y	N	N/A
Project Conditions off approval	Y	N	N/A
Title 24 energy Compliance Calculations	Y	N	N/A
Signed Structural Calculations	Y	N	N/A
Soils Reports	Y	N	N/A
Soils percolation Test for Proposed septic installation	Y	N	N/A
Septic system Approval from Santa Ana Regional water quality control board (RWQCB)	Y	N	N/A
Truss Plans (Reviewed by E.O.R and Truss Designer) (If deferral shall be on title Sheet)	Y	N	N/A

I, the undersigned, have understood the above information, verified each item is included in the submittal package and that the plans are complete and eligible for plan check

Applicant Name: _____

Signature: _____