



**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

Resubmittal Checklist

Address: _____ Permit Number: _____

This Resubmittal Checklist shall be completed by the applicant, signed, and included with the next plan check resubmittal. The items below are to be included in the submittal along with any redlined plans or Plans Marked "CHECK SET" that were returned to you. Omission of any required items below will be considered an incomplete submittal and will not be accepted or may cause delays in the project.

NUMBER OF REVISED PLANS TO BE RESUBMITTED _____ **3** _____

YOU ARE RECEIVING PLAN CHECK ACTIVITY: **1st** **2nd** **3rd** Other _____

If the plans are not approved after the 3rd plan check, a meeting with your Building plans examiner/ reviewing division is highly recommended. Note that hourly plan review fees will apply for any plan check past the 3rd.

Must return (2) copies of:

- Structural Calculations**
- Title 24 Energy Calculations**
- Trusses**
- Soils reports/Tests**

Must return the following redlines:

- Building - "Check set"**
- Fire, Planning, Public Works/ Engineering "Internal Check set"**

Checklist:	APPLICANT			STAFF
Response Letter to Corrections				
• One Letter for each department with corrections (Required)	Y	N	N/A	
Title Sheet				
• Verify Sheet Ines and plans stapled	Y	N	N/A	
• Verify all sheets have been signed by the person responsible for their preparation	Y	N	N/A	
Site Plan	Y	N	N/A	
Floor 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	
Plumbing Plan	Y	N	N/A	
Mechanical Plan	Y	N	N/A	
Cal Green Mandatory Measures	Y	N	N/A	
Title 24 energy Compliance Calculations				
• Previous and revised Calculations as applicable	Y	N	N/A	
Signed Structural Calculations (Previous and revised Calculations as applicable)	Y	N	N/A	
Soils Reports	Y	N	N/A	
Soils percolation Test for Proposed septic installation	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 resubmittal.

Applicant Name: _____

Signature: _____