



CITY OF LIVINGSTON  
BUILDING & INSPECTION DEPARTMENT  
1416 C STREET  
LIVINGSTON, CA 95334  
(209) 394-8041 EXT 124

## MINIMUM PLAN CHECK SUBMITTAL CHECKLIST

1. **Complete building permit application.**
2. **Plan check fee is required at time of submittal. No Exceptions.**
3. **Plans to comply with 2019 CBC, CMC, CEC, CFC, CGBC, CPC, CRC.**
4. **Electronic Plans, no hard copies. NO Pencil Copies, plans must be legible.**
5. Plans should be drawn to scale and should include:
  - A. Site address of the project; name, address and phone number of the owner, designer, contractor and occupancy group
  - B. Site plan showing location of proposed and existing buildings, property lines, easements, north arrow, street name
  - C. Floor plans existing and proposed with layout of all walls, doors and windows (with dimensions)
  - D. Location of all electrical, plumbing, and mechanical fixtures, outlets and equipment
  - E. Elevations, sections and details-as needed
  - F. Foundation, floor, ceiling, roof framing, plumbing plan, mechanical plan, electrical plan.
  - G. Construction and connection details
  - H. Drainage and landscape details
  - I. Plans must be designed by an Architect licensed in the State of California for all commercial projects. Any plans that have been drawn by a licensed Architect or licensed Engineer must be original **signed wet-stamped** copies prior to permit issuance. Copies are accepted during plan check review.
  - J. Provide estimated construction value of the project
6. Provide Title 24 Energy Compliance forms
7. Provide Engineering Calculations and Details (wet-stamped by engineer of record)
8. Plans are stamped if designed by an architect and/or engineer. If by contractor it must be sign and identified on the plans
9. Lot specific standard plans require, site, floor and exterior elevations. (standard plans must be approved prior to submittal)
10. Provide a Grading Plan if applicable to your project
11. Provide an approved set of fire sprinkler plan from fire department (Commercial and Residential) prior to permit issuance.

### **For demolition and/or Remodels (Both are required).**

1. Any demolition and/or remodeling are required to get a Demolition Permit Release and/or Renovation Permit Release from San Joaquin Valley Unified Air Pollution Control District. Forms are available at our office. Provide a copy to our building department office prior to permit issuance.

### **Site Requirements**

1. Setbacks: (Measured from property lines and any existing structures – check with Planning Division to find out public right-of-way dimensions for your property)

### **Building**

1. Floor plan (min. scale 1/4" = 1')
  - A. Room size and name of room use
  - B. Size and location of windows and doors
2. Mechanical, electrical and plumbing
  - A. Electrical outlets, switches and lighting fixture locations.
  - B. Plumbing fixture and locations
  - C. Mechanical fixture and locations
3. Exterior elevations (front side and rear)
  - A. Doors, decks and windows
  - B. Total height of building from grade to highest projection
  - C. List type of materials used on exterior (include Roof)
4. Foundation, floor, ceiling & roof framing plans
  - A. Framing members and sizes
  - B. Connections and details
5. Structural plans and calculations
  1. Structural Calculations
    - A. Earthquake load Seismic design category D
    - B. Wind Exposure - C / Wind Speed 85 mph

### **Energy Calculations**

1. Title 24
  - A. Climate Zone 12
  - B. Form CF-1 with all required signatures (hard copy and incorporated into the plans)

### **Commercial Projects:**

1. Special Inspection Form (if applicable) is required prior to permit issuance
2. ENV-1 Form is on the plans and signed by the Principle designer
3. Fire sprinkler plan approval letter and plan from fire department (if required for the project)
4. Health department approval letter and plan ( if required for the project )
5. Special Inspection form (if applicable) to be filled out prior to permit issuance. Form is available in the building department office.