B PLAN REVIEW SUBMITTAL CHECKLIST – RESIDENTIAL REMODEL

CITY OF STOCKTON

COMMUNITY DEVELOPMENT DEPARTMENT – BUILDING & LIFE SAFETY DIVISION
501 W WEBER AV BLDG 2, STOCKTON, CA 95203 • (209) 937-8561 • www.stocktonca.gov/building

Below is a checklist of items that are typically required for a residential remodel project. This checklist should be used as a guide to ensure that you provide a complete permit submittal, not all items may be applicable to your project, additional items may be requested as needed based on the project scope. Providing a complete submittal is critical to receiving a thorough plan review and expediting the permitting process.

Planning Division Permits:

If your project is located in a Design District, and your project includes exterior alterations to the residence, a Planning Division permit may be required prior to providing a submittal for building permit plan review. To find out if your project is located in a Design District, please contact the Planning Division at (209) 937-8266.

BUILDING PERMIT PLAN REVIEW ITEMS		
Submittal Item	**Required**	**Completeness Check**
Building Permit Application	Yes	☐ Completely filled out including owner's info, architect/engineer, & project contact ☐ Emails provided for all contacts ☐ Valuation provided on the form ☐ Application is signed
Construction Plans	Yes	☐ Plans are legible and organized by discipline ☐ Sheet index provided, plan set matches sheet index ☐ Cover sheet provided with project information such as detailed scope of work, applicable codes, square footage, etc. ☐ Deferred submittals identified on cover sheet ☐ Plan are organized by disciplines; Architectural, Structural, etc. ☐ Plans are stamped and signed by design professionals
Energy Forms	Maybe	☐ Required if converting unconditioned space to conditioned space (i.e. garage/sunroom conversion) ☐ May be provided as a separate package or included in the plan set, verify energy forms are included in the submittal
Structural Calculations	Maybe	☐ *Required if alterations to bearing walls or supports are proposed (i.e. removing a bearing wall to create an open floor plan) ☐ Ensure separate package of calculations are provided ☐ Calcs are stamped and signed by design professional
100-Year Flood Elevation Certificate	Maybe	☐ May be required for projects proposing substantial alterations to a residence located in an existing flood zone ☐ Required for projects located in Zone A, AO, AH, AE on flood map ☐ Contact the Building Division to confirm if your project will be subject to floodplain regulations
Fire Sprinklers	Maybe	☐ If existing house is sprinklered, may be required for alterations to the system ☐ Altered fire sprinkler systems listed as deferred submittal on cover sheet

If any of the items identified in the table above are not included, your submittal may be rejected. All submittal documents shall be electronic files formatted in accordance with the City's Electronic Plan Check Guide.

For any questions regarding your project submittal please contact the Building Division at (209) 937-8561.