



City of Pismo Beach, Building Division  
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[www.pismo beach.org](http://www.pismo beach.org)

## BUILDING PLAN REVIEW SUBMITTAL CHECKLIST

NEW BUILDINGS AND ADDITIONS: AN APPLICATION FOR PERMIT MUST BE COMPLETELY PROCESSED AND PERMITTED WITHIN 365 DAYS, OR THE APPLICATION SHALL EXPIRE AND A NEW APPLICATION AND FULL RESUBMITTAL WILL BE REQUIRED.

\_\_\_ A COMPLETED APPLICATION FOR PERMIT

- A. OWNER BUILDER ACKNOWLEDGEMENT FORM IF REQUIRED
- B. OWNER BUILDER AGENT AUTHORIZATION FORM IF REQUIRED  
(State law requires declarations to be completed at time of application)

\_\_\_ 5 COPIES OF THE CONDITIONS OF APPROVALS

\_\_\_ 5 SETS OF PLANS WET STAMPED BY THE ARCHITECT/ENGINEER INCLUDING FIRE SPRINKLER PLANS

- A. PROJECT SITE PLAN
- B. ADDRESS
- C. LOT NUMBER
- D. ASSESSOR'S PARCEL NUMBER
- E. SQ. FOOTAGE LIVING AREA, GARAGE, DECK, OR COMMERCIAL USES
- F. ROOM OR SPACE DESIGNATIONS
- G. DIMENSIONS, DETAILS AND CROSS SECTIONS
- H. DETAILED CROSS REFERENCING

\_\_\_ 2 COPIES OF THE STRUCTURAL CALCULATIONS

- A. SECTIONS AND DETAILS
- B. SEISMIC BRACING FOR WALLS, RACKS, SUSPENDED CIELINGS ETC.
- C. STAMPED AND SIGNED BY THE DESIGN PROFESSIONAL

\_\_\_ 2 COPIES OF TRUSS CALCULATIONS

- A. A WET STAMPED LETTER FROM THE ARCHITECT OR ENGINEER PROVIDING THE STRUCTURAL DESIGN STATING THAT THEY HAVE REVIEWED THE TRUSS CALCULATIONS AND THEY ARE IN SUBSTANTIAL CONFORMANCE TO THE PROJECT DESIGN

\_\_\_ A COMPLETED STRUCTURAL OBSERVATION PROGRAM FORM IF STRUCTURE IS ENGINEERED  
(Preferred at application as the information must be incorporated into the plans or correction will result)

\_\_\_ A COMPLETED SPECIAL INSPECTION PROGRAM FORM FOR ALL SPECIAL INSPECTIONS  
(Preferred at application as the information must be incorporated into the plans or correction will result)

\_\_\_ 2 COPIES OF TITLE 24 ENERGY CALCULATIONS

\_\_\_ 2 COPIES OF THE SOILS REPORT

\_\_\_ 3 SETS OF GRADING PLANS IF REQUIRED (For grading only permits)

\_\_\_ 2 COPIES OF THE DRAINAGE REPORT (See "Drainage Requirements" document on website for guidance)

\_\_\_ 2 SETS OF LANDSCAPING PLANS

\_\_\_ CLEAR DETAIL ON BUILDING, ELECTRICAL, PLUMBING AND MECHANICAL PLANS AS REQUIRED

\_\_\_ PLAN REVIEW DEPOSIT MUST BE SUBMITTED WITH PLANS AND SUPPORTING DOCUMENTS