



Building Safety, 1010 Tenth Street, Suite 3100, P.O. Box 642, Modesto, CA 95353 (209) 577-5232

**PLAN CHECK SUBMITTAL FORM FOR COMMERCIAL OR MULTIFAMILY PROJECTS**

In order for the City to provide you complete and expeditious service, the plans and documents indicated below must be provided to Building & Development Services in order for us to properly log in your application and distribute it to the reviewing departments. This includes providing completed transmittal forms and contact information for each reviewing department. Omission of any required information will be deemed an incomplete submittal and returned to the applicant.

Date \_\_\_\_\_

**Is this Project Generated by a City Department?**  YES  NO

Department: \_\_\_\_\_ Contact: \_\_\_\_\_

- 1. Submitted by: \_\_\_\_\_
- 2. Accepted by: \_\_\_\_\_
- 3. Name of project: \_\_\_\_\_
- 4. Address or legal description: \_\_\_\_\_
- 5. The project is zoned \_\_\_\_\_
- 6. I have reviewed the zoning ordinance and:
  - a. the project conforms with zoning ordinances including parking requirements (  YES or  NO )
  - b. plot plan review (  IS or  IS NOT ) required
  - c. if plot plan review is required, the ( BOARD OF ZONING ADJUSTMENT or PLANNING COMMISSION or CITY COUNCIL ) Resolution Number is \_\_\_\_\_ .
  - d. this project may impact a Riparian Way (  YES or  NO )
  - e. is this project in a flood zone (  YES or  NO ) - See "For Planning Review" section on page 2 for submittal requirement

7. **INFRASTRUCTURE FINANCING PROGRAM (CFF-CFD):** (209) 577-5211 [www.modestogov.com/cmo/cfd](http://www.modestogov.com/cmo/cfd)

This project is in a Community Facilities District (CFD) area (  YES or  NO ) and the parcel has been annexed into the CFD (  YES or  NO ). NOTE: If the parcel is located within the ultimate boundaries of a CFD and has not been annexed to the CFD, the building permit will not be issued until annexation into the CFD has been completed. An IFP Administrative Officer must sign off the appropriate Tidemark activity when applicable.

8. **CITY ATTORNEY'S OFFICE:** (209) 577-5284 [www.modestogov.com/cao](http://www.modestogov.com/cao)

- In regards to the following: \* Council Resolution \* BZA Resolution \* Development Agreement \* No Build Issues \* Reciprocal Access Agreement

Are there any "Prior to Issuance of a Building Permit . . ." conditions that will require action through the City Attorney's Office? If so, the City Attorney's Office must sign off the appropriate Tidemark activity.

9. The following submittal requirements apply: (Please Check)

**FOR BUILDING REVIEW:** (209) 577-5232 [www.modestogov.com/cdd/building](http://www.modestogov.com/cdd/building)

- 4 sets of complete building plans -- (this includes one set for Fire review) NOTE: Building Code compliance items to be fully detailed on plans
- 2 sets of State Energy forms
- 1 set of scaled floor plans for the County Assessor
- Soils Report

Office Use Only Initial/Date
_____
_____
_____

Office Use Only  
Initial/Date

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- 1 completed Unreasonable Handicap Hardship form
- 2 sets of truss calculations
- 2 sets of structural calculations
- 1 set of complete plumbing and Civil Drawings for Environmental Services Review – 577-6377 (for projects with grease, oil, sand, food operations, drinking and dining establishments, etc.)
- Contacted and submitted plans to County Health Department (209) 525-6700 (food operations, drinking and dining establishments, commercial pools)
- Special inspection required per California Building Code (CBC), Section 1701
- Hazardous Materials Form

**FOR PUBLIC WORKS REVIEW:** (209) 571-5569 [www.modestogov.com/pwd](http://www.modestogov.com/pwd)

All Residential and Sales Trailers

New Commercial

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 set of site drawings</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> 3 sets of Civil Engineering Plans (includes 1 set for Storm Water)</li> <li><input type="checkbox"/> Hydrology Map with cross sections and Calcs</li> <li><input type="checkbox"/> Soils Report</li> <li><input type="checkbox"/> Parcel Map (if applicable)</li> <li><input type="checkbox"/> Final Conditions of Approval (City Council Resolutions, BZA Conditions, and other resolutions)</li> <li><input type="checkbox"/> Engineer's Estimate</li> </ul> |
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**FOR LANDSCAPE REVIEW:** (209) 571-5573 [www.modestogov.com/rnd](http://www.modestogov.com/rnd)

- 3 sets of landscape and irrigation plans
- 1 set of all building elevations and site grading plans
- 1 set of civil drawings

**FOR PLANNING REVIEW:** (209) 577-5267 [www.modestogov.com/cdd/planning](http://www.modestogov.com/cdd/planning)

- 2 sets of Site Development Plans and building elevations

**FOR SOLID WASTE REVIEW (TRASH ENCLOSURES):** (209) 577-5453

- 1 set of Site Development Plans

**FOR STORMWATER REVIEW:** (209) 577-5264 email: [dgilton@modestogov.com](mailto:dgilton@modestogov.com)

- 1 set Improvement Plans
- Stormwater agreement
- SWPPP
- Calculations

10. Type Construction \_\_\_\_\_ Type Occupancy \_\_\_\_\_ Actual Building Area \_\_\_\_\_  
 Allowable Area \_\_\_\_\_ Actual Building Area Under Protected Roof \_\_\_\_\_

11. I have reviewed the sprinkler ordinance and automatic fire sprinklers (  ARE or  ARE NOT ) required.  
 a. Sprinklers are exempt because: \_\_\_\_\_  
 \_\_\_\_\_

The plan review process will not begin until this form is completed and returned to Building Inspection.

For new commercial and commercial additions or tenant improvements with structural modifications, the following statement is to be signed by the registered architect or engineer who in accordance with either the State of California Architects or Engineers Registration Act has prepared these plans and affixed his signature thereto.

"I hereby certify that the construction plans herein submitted for a building permit were prepared by me or by a person in my employ."

\_\_\_\_\_  
Signature of Architect or Engineer

\_\_\_\_\_  
Registration Number

\_\_\_\_\_  
Signature of Applicant/Owner