



Community Development Department  
 14000 City Center Dr., Chino Hills, CA 91709  
 (909) 364-2740 Fax (909) 364-2795  
 www.chinohills.org

## **PLAN SUBMITTAL CHECKLIST FOR TRACTS**

All of the following **must be** provided prior to acceptance for plan review.

<u>PROVIDED</u>	<u>NEEDED</u>	<u>GENERAL REQUIREMENTS</u>
_____	_____	1. Plans are clear, legible and sufficient size (24" x 36" suggested min.)
_____	_____	2. Plans must be prepared to a standard scale
_____	_____	3. A site plan that includes all lots with plan types plotted (A complete tract precise grading plan will work)
_____	_____	4. Three sets of complete plans – 2 of those sets <b>must be</b> wet stamped and signed
_____	_____	5. All plan / sheets shall be signed by the person who prepared them
_____	_____	6. Two (2) attached sets of structural calculations / plans prepared by an architect, civil or structural engineer
_____	_____	7. Two (2) post-tension calculation / plans. Plans must be incorporated into sets of plans
_____	_____	8. Approved Building Permit Authorization (BPA) – this is a separate submittal. The BPA shall be approved prior to the issuance of building permits. A rough grade certification shall be on file prior to the issuance of building permits.
_____	_____	9. Written Planning Commission Design Review approval shall be provided at time of building plan submittal
_____	_____	10. One (1) wet signed copy of the City approved soils / geology report
_____	_____	11. Fire Department Conditions of Approval must be provided prior to permit issuance — this is a separate submittal made by the applicant to the Chino Valley Independent Fire District.
_____	_____	12. Development Fees are required to be paid once the plans are approved and prior to permit issuance. They are paid to the Community Development Department
_____	_____	13. School Fees are required to be paid once the plans are approved and prior to permit issuance. School Fees are paid at the Chino Valley Unified School District.
 <b><u>SPECIFIC PLAN REQUIREMENTS</u></b>  		
_____	_____	1. A site plan that shows the project in relation to the legal property lines, easements or lease limits
_____	_____	2. Fully dimensioned floor plan
_____	_____	3. Foundation Plan _____ Standard _____ Post Tension _____ (when using a post tension foundation, two (2) attached sets of structural calculations and post tension plans <b>must be</b> provided)
_____	_____	4. Two (2) wet stamped and signed truss drawings / calculations. The truss drawings / calculations must be reviewed by the structural engineer or record and signed by truss engineer
_____	_____	5. Energy analysis (Title-24) – Compliance method and load calculations
_____	_____	6. Elevations indicating height of structures
_____	_____	7. Framing sections
_____	_____	8. Mechanical details
_____	_____	9. Electrical details