



PLAN SUBMITTAL CHECKLIST

ADDITIONS, REMODELS & TENANT IMPROVEMENTS

**ALL PLANS SHALL BE SUBMITTED ELECTRONICALLY
 PLANS LESS THAN 25 MB IN SIZE SHALL BE SUBMITTED TO:**

inspectionervicesweb@cityofmerced.org

**FOR SUBMITTALS LARGER THAN 25 MB, PLEASE CALL US AT
 (209) 385-4773**

Additional notes shall be added to the title sheet:

- 1. (for Additions) Provide copies of moisture and compaction report prior to or at frame**
- 2. Climatic and Geographical Design Criteria:**
 Wind Speed-85/Exposure C; Seismic Design Category C-DO; Weathering-Negligible, Winter Design Temp 25 degrees F, Air Freezing Index 1500, Mean Annual Temp: 60 degrees F
 *For Flood Hazard refer to FEMA website: <https://msc.fema.gov/portal/search>

A complete submittal will expedite the plan check process. If the plans and other construction documents are incomplete, the plan check process will be prolonged. Some of the listed items may not pertain to your project. If so, please indicate by marking "N/A" at the "Y N" space.

PROJECT ADDRESS: _____ **DATE:** _____

PRINT NAME: _____

Item Number	Item Description	Owner/Designer	N/A
1.	PERMIT APPLICATION FORM , completed with all contact data	Y N	
2.	A complete SITE PLAN , to scale, dimensioned and all off site and on site improvements shown	Y N	
3.	A complete FLOOR PLAN	Y N	
4.	EXTERIOR ELEVATIONS if modified by construction	Y N	
5.	A complete FOUNDATION PLAN to scale and dimensioned, indicating if "cut" or "truss" roof is to be used (if applicable)	Y N	
6.	Copy of SOILS COMPACTION REPORTS from Soils Engineer (if modified by construction)	Y N	
7.	ROOF FRAMING PLAN (if applicable): Truss-Roof-layout plan including locations & sizes of headers, beams, and girders. Cut-Roof- sizes of all members (rafters, hips, valleys, ridges, and purlins)	Y N	
8.	A complete set of TRUSS CALCULATIONS (if used) to include layout, truss calc sheets keyed to layout sheet, size and type of connections. One set of calculations shall have a "wet" signature of the engineer responsible for the design.	Y N	
9.	ELECTRICAL FLOOR PLAN (may be incorporated with the floor plan if easy to read) must include SERVICE SIZE CALCULATIONS	Y N	
10.	MECHANICAL PLAN (if applicable) indicating size and location of unit and size of ducts and registers	Y N	
11.	PLUMBING PLAN (if applicable) indicating location of DWV system, vents, and cleanouts as well as water and gas piping size and calculations	Y N	
12.	Complete CCR ENERGY ANALYSIS (T24 forms- if applicable)	Y N	
13.	STRUCTURAL ANALYSIS of all two-story buildings or buildings with unconventional construction. This includes vertical as well as lateral loads (indicate load paths and shear transfers)	Y N	
14.	Complete DETAIL PLAN SHEET including irregular construction materials and methods as well as connections	Y N	
15.	SHEARWALL or BRACED WALL plan & schedule	Y N	
16.	DISBALED ACCESS detail sheet with details shown on plans and referenced	Y N	

