



**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.

1. Submitted by: \_\_\_\_\_
2. Accepted by: \_\_\_\_\_
3. Name of project: \_\_\_\_\_
4. Address or Assessor's Parcel Number: \_\_\_\_\_
5. The following submittal requirements apply: (Please Check)
6. Type Construction \_\_\_\_\_ Type Occupancy \_\_\_\_\_ Allowable Area \_\_\_\_\_  
Actual Building Area Under Protected Roof \_\_\_\_\_
7. I have reviewed the sprinkler ordinance and automatic fire sprinklers (  ARE or  ARE NOT ) required.

Office Use Only Initial/Date
_____
_____
_____
_____
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**FOR BUILDING REVIEW:** (209) 577-5232 [www.modestogov.com/564](http://www.modestogov.com/564)

- 2 sets of COMPLETE plans including civils and landscaping
- 1 CD with PDF files of all plans including civils and landscaping
- 2 sets of State Energy forms
- Soils Report
- 2 sets of truss calculations
- 2 sets of structural calculations
- Special inspection form
- Hazardous Materials Form

**FOR FIRE REVIEW:** (209) 571-5553 [www.modestogov.com/170](http://www.modestogov.com/170)

- 1 set of COMPLETE plans

**FOR LAND DEVELOPMENT ENGINEERING REVIEW:** (209) 571-5569 [www.modestogov.com/663](http://www.modestogov.com/663)

- 1 set of Civil Engineering Plans
- Hydrology Map with cross sections and Calcs
- Soils Report
- Parcel Map / Final Map / Easements and supporting documents (as applicable)
- Final Conditions of Approval (City Council Resolution, BZA Conditions, and other resolutions)
- Engineer's Estimate

**FOR STORMWATER REVIEW:** (209) 577-5264 [www.modestogov.com/518](http://www.modestogov.com/518)

- 1 set of Civil Engineering Plans
- 1 Drainage Area Map
- Stormwater Access & Maintenance Agreement (For Priority Projects (see [www.modestogov.com/1263](http://www.modestogov.com/1263)))
- Hard Copy of SWPPP & state issued WDID# (For projects greater than 1 acre of disturbed soil)
- Stormwater quality control measures plan & calcs (For Priority Projects (see [www.modestogov.com/1263](http://www.modestogov.com/1263)))
- Local SWPPP or WPCP for projects less than 1 acre

**FOR LANDSCAPE REVIEW:** (209) 571-5573 [www.modestogov.com/481](http://www.modestogov.com/481)

- 1 set of landscape and irrigation plans
- 1 set of all building elevations and site grading plans
- 1 set of Civil Engineering Plans

Office Use Only  
Initial/Date

**FOR PLANNING REVIEW:** (209) 577-5267 [www.modestogov.com/662](http://www.modestogov.com/662)

- 1 set of Site Development Plans and building elevations

**FOR ENVIRONMENTAL SERVICES REVIEW:** (209) 577-6377 [www.modestogov.com/662](http://www.modestogov.com/662) (for projects with grease, oil, sand, food operations, drinking and dining establishments, etc.)

- 1 set of complete plumbing plans
- 1 set of Civil Engineering Plans

**FOR HEALTH DEPARTMENT REVIEW:** (209) 525-6700 [www.stancounty.com/er/](http://www.stancounty.com/er/) (for projects with grease, oil, sand, food operations, drinking and dining establishments, etc.)

- Contact and submit plans directly to The Health department directly

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

- 1 set of Site Development Plans
- 1 set of trash enclosure details