



# City of Redlands

Building & Safety Division

Phone: (909) 798-7536

[www.cityofredlands.org](http://www.cityofredlands.org)

## - PLAN CHECK SUBMITTAL GUIDELINES -

*Incomplete plans can cause unnecessary delays in the plan review process; therefore, in an effort to expedite the process for all of our customers, we ask that your plan review submittals be complete.*

*All of the items listed below must be included with the plan review submittal package in order for a complete and expeditious review to be performed. Thank you for your assistance.*

**Plans** - The total number of copies to be submitted varies depending on the type of project. Check the reverse side of this handout to determine the total number of plan sets required at time of submittal.

Generally, plans must include Architectural, Structural, Mechanical, Plumbing and Electrical drawings. These plans are to be stamped and wet signed by the design professional(s) responsible for the project. Some minor types of projects may not require the involvement of an Architect or Engineer in the design. If in doubt, check with one of the Building and Safety Plan Review staff members.

The following drawings are to be included as a part of the plans:

*Plot Plan	*Roof Plan	*Floor Plan	*Elevations
*Cross-Sections	*Framing Plan	*Foundation Plan	*Foundation Details
*Structural Details	*Electrical Plan	*Mechanical Plan	*Plumbing Plan

On re-submittals, be sure to include the red-lined plans and calculations from the previous review along with the correction list and response(s) by the designer.

### **Structural Calculations** (2 copies)

If the plans have been reviewed or designed by an architect or engineer, then the supporting calculations must be provided and stamped and Wet signed by the architect or engineer of record.

### **Energy Conservation Calculations and Compliance Forms** (2 copies)

Energy conservation calculations are generally required for new buildings as well as for additions or interior alterations of lighting or HVAC systems in commercial buildings.

### **Soils Report** (2 copies)

A Soils Report is required to be submitted for any newly developed site (including industrial, commercial, and residential). The report must address all items listed in CBC Section 1803.2. If a soils report is available for an adjacent lot, and it addresses all of the necessary items listed in CBC 1803.5, it may be considered by the Building Official (on a case-by-case basis) to serve as the soils report for the site to be developed. Some additions to existing buildings may be exempted from this requirement on a case-by-case basis.

### **Truss Calculations and Truss Layout Sheets** (2 copies)

If trusses are to be used, then the Truss Calculations must be stamped and Wet signed by the truss engineer and layout sheets must be Reviewed and Approved, and signed as such (no wet stamp/seal required) by the Engineer of Record for the project. Truss hangers and other related hardware may be designed and approved by either engineer.



**HOW MANY SETS OF PLANS DO I NEED TO SUBMIT TO THE CITY TO START THE PLAN REVIEW PROCESS?**

STEP 1: Use Table 1 to determine the Type of Project you are submitting for plan review.

STEP 2: Based on the Type of Project identified in Table 1, determine the number of sets of plans to be submitted as shown in Table 2.

**TABLE 1**

Type of Project	Descriptions of various types of projects.
<b>A</b>	-Residential: Room Additions or Remodels on homes <b>without</b> fire sprinklers <b>and without</b> electrical meter upgrades -Residential Patios, Decks, Pools, Spas, Fences
<b>B</b>	-Residential: Room Additions or Remodels on homes <b>with</b> fire sprinklers <b>or with</b> electrical meter upgrades -Tenant Improvements <b>without</b> changes to the main electrical service panel
<b>C</b>	-New Single Family Dwelling, Duplex, (Includes Tracts)
<b>D</b>	-Tenant Improvements to Restaurants <b>without</b> changes to the main electrical service panel
<b>E</b>	-Tenant Improvements <b>with</b> changes to the main electrical service panel -Tenant Improvements where the square footage of the space is increased but within the existing building footprint
<b>F</b>	-New Multi-Family Dwellings (3 or more units, includes apartments, condominiums)
<b>G</b>	-New Office, Commercial, Industrial, Restaurant Buildings -Additions to Office, Commercial, Industrial, Restaurant Buildings

**TABLE 2**

Type of project		A	B	C	D	E	F	G
<b>Sets of Plans Required</b>		<b>2 Full Sets 4 Partial Plans 1 Site Plan</b>	<b>2 Full Sets 4 Partial Plans 1 Site</b>					
<b>WE will route your plans to the following departments for a concurrent plan review.</b>								
1	Building & Safety	Full Set(2)	Full Set(2)					
2	Planning	Partial	Partial	Partial	Partial	Partial	Partial	Partial
3	MUED	Partial	Partial	Partial	Partial	Partial	Partial	Partial
4	Fire	Partial	Partial	Partial	Partial	Partial	Partial	Partial
5	Q of Life	Site	Site	Site	Site	Site	Site	Site
6	Assessor	Partial	Partial	Partial	Partial	Partial	Partial	Partial

**Please Note: A Full Set of Plans includes a Site Plan, along with all other applicable sheets discussed on the reverse side of this document. A Partial set of plans would include a Site Plan, Floor Plan and Elevations.**