



**CITY OF SALINAS  
DEVELOPMENT AND PERMIT SERVICES DEPARTMENT  
65 WEST ALISAL STREET, SALINAS, CA 93901**

**Submittal Checklist for New Residential Construction (15 Day Plan Check)**

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

- | APP*  | PC*   |  |
|-------|-------|--|
| _____ | _____ | 1. Evidence of Zoning (Site Plan Review, PUD, etc) Permit  |
| _____ | _____ | 2. Four (4) sets of plans for each structure or address to include the following: 24" x 36" size                               |
| _____ | _____ | A. General information; include project location on a vicinity map, Assessor Parcel Number, Building Uses, Building Area, etc. |
| _____ | _____ | B. Plot plan, including property line locations, site layout and all dimensions to property lines.                             |
| _____ | _____ | C. Architectural plan, which includes  |
| _____ | _____ | 1. Roof Plan   |
| _____ | _____ | 2. Floor Plan  |
| _____ | _____ | 3. Details for screening of any roof mounted mechanical equipment  |
| _____ | _____ | 4. Exterior elevations   |
| _____ | _____ | D. Structural plan (stamped and signed by structural engineer) which includes  |
| _____ | _____ | 1. Foundation Plan   |
| _____ | _____ | 2. Floor Framing Plan  |
| _____ | _____ | 3. Roof Framing Plan   |
| _____ | _____ | 4. Wall Framing Plan   |
| _____ | _____ | 5. Cross-Sections and Details  |
| _____ | _____ | E. Title 24 Energy Compliance and Mandatory Features on Plan   |
| _____ | _____ | 3. Two (2) Sets of the following.  |
| _____ | _____ | A. Soil Report   |
| _____ | _____ | B. Structural Calculations   |
| _____ | _____ | C. Title 24 Energy Calculations and Compliance Forms   |
| _____ | _____ | 4. Two (2) Complete Sets of 2 and 3 above need to be wet stamped and signed by licensed Architect and/or Engineer.             |
| _____ | _____ | 5. A letter from the soil engineer certifying that the foundation design is in conformance with the soil report.               |

Checklist Review By: \_\_\_\_\_ Date: \_\_\_\_\_

\*APP: Applicants please check off items that are submitted to the Permit Center  
PC: This is for Permit Center use only

Note: All entries must be complete. Use N/A for not-applicable