



PERMIT NO. _____
(For Office Use)

COMMUNITY DEVELOPMENT DEPARTMENT
220 East Mountain View Street, Suite A
Barstow, CA 92311

PLAN SUBMITTAL CHECK LIST

The City of Barstow is currently under the 2019 California Building Codes (All Versions)

PROJECT NAME / ADDRESS: _____

CONTACT NAME / TITLE _____

PHONE NUMBER: _____ EMAIL: _____

THIS CHECKLIST MUST BE SUBMITTED WITH ALL APPLICABLE DOCUMENTS LISTED BELOW AND MUST INCLUDE A SEPARATE LETTER OF INTENDED USE WITH A DETAILED DESCRIPTION OF THE PROPOSED PROJECT.

PLEASE NOTE: Certain projects may require preliminary and/or site plan review prior to building permit application acceptance. Additional information may be required to facilitate plan review. Signs shall be submitted under a separate permit submittal.

All plans and related documents listed below shall be submitted in hard copy format and pdf format (min. 300dpi) on a flash drive.

| <i>Not all items are applicable depending on the project. Please mark N/A in check box if not applicable.</i> | <input checked="" type="checkbox"/> FOR APPLICANT USE | <input checked="" type="checkbox"/> FOR OFFICE USE |
|---|---|--|
| GRADING PLANS – PLEASE SUBMIT TO BUILDING DEPARTMENT 760-255-5161 | | |
| 1. Completed, signed Building Permit Application Form and Payment for plan review fees. Contact (760) 255-5161 for fee information | | |
| 2. (3) Sets of Grading, Drainage & Erosion Control Plans (Please identify earthwork quantities on plans and application) <i>*Approved grading plans must be submitted on 3mm dbl matte film (Mylar)*</i> | | |
| 3. (2) Copies of Water Quality Management Plan (WQMP) and Water Discharge Identification | | |
| 4. (3) Sets of Soils Investigation Reports (Unless exempt from Engineering Department) | | |
| 5. (2) Copies of Storm Water Pollution Prevention Plan (SWPPP) | | |
| 6. Infiltration Test. | | |
| OFF SITE IMPROVEMENT PLANS – PLEASE SUBMIT TO ENGINEERING DEPARTMENT 760-255-5156 | | |
| <i>*Approved plans listed below must be submitted on 3mm dbl matte film (Mylar) prior to permit issuance.*</i> | | |
| 1. Street Improvement Plans | | |
| 2. Sewer Improvement Plans | | |
| 3. Street Lighting Plans | | |
| 4. Drainage Plans not related to grading | | |
| 5. Hydrology Report | | |
| 6. Completed, signed Encroachment Permit Application Form – Contact (760) 255-5154 for fees information | | |



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| BUILDING PLANS – PLEASE SUBMIT TO BUILDING DEPARTMENT 760-255-5161 | | |
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| 1. Completed, signed Building & Fire Construction Permit Application Forms, Fire Letter, and Payment of Plan Review Fees. Contact (760) 255-5161 for fee information | | |
| 2. (3) Sets of complete Building Plans which include the following: | | |
| a. Cover sheet showing occupancy/construction type | | |
| b. Site Plan/Site Details | | |
| c. Electrical Plan | | |
| d. Plumbing Plan | | |
| e. Mechanical Plan | | |
| f. Floor Plan | | |
| g. Roof/Framing Plan | | |
| h. Front, Rear & Side Elevations (Include colors, finishes, and types of material being used) | | |
| i. Landscape/Irrigation Plan | | |
| 3. (2) Sets of Title 24 Energy Calculations and Required Forms (For all lighting, mechanical equipment, etc.) | | |
| 4. (2) Sets of Truss System Calculations | | |
| 5. (2) Sets of Equipment Specifications | | |
| 6. (2) Sets of Engineering Calculations/Structural Plans | | |
| 7. Original (wet signed), notarized Letter of Authorization from property owner giving permission for the proposed project | | |
| 8. <u>Approved</u> Construction Waste Management Plan Application and Organics Questionnaire (if applicable) – Contact Solid Waste/Recycling at (760) 255-5126 | | |
| 9. List of Sewer Fixture Units and Sewer Connection Fees - Contact Environmental Services at (760) 252-3543 | | |
| 10. Mojave Desert Air Quality Approval (For Demolitions) Contact MDAQMD 760-245-1661 | | |
| 11. Business License Verification Form for General Contractor and Subcontractors - Contact (760) 255-5161 | | |
| 12. Original (wet signed), notarized Letter of Authorization from Contractor giving designated individual authority to sign for permits and/or business license | | |
| 13. Development Impact Fees <i>*Due prior to permit issuance*</i> | | |
| 14. Proof of Payment of Barstow Unified School District Development Fees <i>*Due prior to permit issuance*</i> | | |
| FIRE PLANS (UNDERGROUND, SPRINKLERS, ALARM SYSTEMS, ETC.) PLEASE SUBMIT TO BUILDING DEPARTMENT 760-255-5161 | | |
| 1. Completed, signed Fire Permit Application Form and payment of permit fees – Contact (760) 255-5161 for fee information | | |
| 2. (3) Sets of Plans | | |
| 3. (3) Sets of Calculations (if applicable) | | |
| 4. (3) Sets of Equipment Specifications (if applicable) | | |