



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
<b>GRADING PLANS – PLEASE SUBMIT TO BUILDING DEPARTMENT 760-255-5161</b>		
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.		
<b>OFF SITE IMPROVEMENT PLANS – PLEASE SUBMIT TO ENGINEERING DEPARTMENT 760-255-5156</b>		
<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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<b>BUILDING PLANS – PLEASE SUBMIT TO BUILDING DEPARTMENT</b>		
<b>760-255-5161</b>		
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>		
<b>FIRE PLANS (UNDERGROUND, SPRINKLERS, ALARM SYSTEMS, ETC.)</b>		
<b>PLEASE SUBMIT TO BUILDING DEPARTMENT</b>		
<b>760-255-5161</b>		
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)		