

**City Staff Use Only**  
**Application Complete** \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Check one  
 City Staff Initials \_\_\_\_\_ Date \_\_\_\_\_

**CITY OF WINTERS BUILDING DIVISION  
 SUBMITTAL CHECKLIST**

Name of Project \_\_\_\_\_ Permit #: \_\_\_\_\_

Address/Location \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail \_\_\_\_\_ Fax Number \_\_\_\_\_

Contact the City Planner at (530) 794-6714 and obtain approval prior to completing the items on this submittal checklist.

Number of Copies	<b>NON-RESIDENTIAL (Commercial or Industrial) NEW BUILDINGS &amp; ADDITIONS</b>	# Plans Received	Date Received	Received By
4  2 of these sets must be stamped & signed by a licensed architect or engineer	<b>Plans must include the following:</b> <input type="checkbox"/> Site drawings, including property lines and easements; <input type="checkbox"/> Civil drawings, including landscape berming; <input type="checkbox"/> Storm Water Pollution Prevention Plan; <input type="checkbox"/> Photometric Plan; <input type="checkbox"/> Landscape and irrigation drawings stamped and signed by a license landscape architect or contractor; <input type="checkbox"/> Architectural; <input type="checkbox"/> Structural; <input type="checkbox"/> Plumbing, including isometric; <input type="checkbox"/> Mechanical; <input type="checkbox"/> Electrical, including single line diagram, main panel, subpanel.			
2	<b>COMPLETE SET OF CIVIL PLANS</b>			
1	<b>COMPLETE SET OF 11x17 PLANS</b>			
1	<b>HEALTH DEPARTMENT APPROVAL LETTER</b> (if applicable)			
3	<b>SPECIFICATIONS</b> - Omit if included in plans			
3	<b>STRUCTURAL CALCS</b> - Stamped & signed by a licensed engineer or architect.			
3	<b>TRUSS CALCS</b> - Including connection details. Stamped and signed by a licensed engineer.			
3	<b>ENERGY CALCS</b> - Include all compliance forms and work sheets required by the California Energy Commission.			
2	<b>SOILS REPORT</b> - Stamped & signed by a licensed soils engineer.			
1	<b>LETTER FROM SOILS ENGINEER</b> - Stating that he has been retained for observation of engineered fill.			
3	<b>MSDS SHEETS &amp; QUANTITIES</b> of chemicals used or stored on the premises (if applicable)			
3	<b>MANUFACTURERS INFORMATION BOOKLETS</b> for hoods and other kitchen equipment (if applicable)			
1	<b>PLANNING APPROVAL LETTER</b>			
1	<b>SCHOOL AND COUNTY FORMS</b> (Fee must be paid prior to permit issuance)			
1	<b>AIR QUALITY MANAGEMENT DISTRICT SURVEY FORM</b>			
1	<b>PLAN CHECK FEE</b> (as per fee schedule)			
1	<b>OWNER / BUILDER VERIFICATION FORM</b> (if applicable)			
1	<b>BUILDING PERMIT APPLICATION FORM</b> (include contract amounts)			