City of Vallejo
Building Division
CHECKLIST for PATIO COVERS/ DECKS/ FIREPLACE/ and OTHER STRUCTURES

Design Criteria:

- Seismic Zone D
- 2013 editions of the California Codes: Building (CBC), Residential (CRC), Electrical (CEC), Plumbing (CPC), Mechanical (CMC), Fire (CFC), Green Building standards (CGBSC), 2013 Energy Standards (Title 24), and Health and Safety.
- Climate Zone 3 & 12

Drawing Criteria:

Drawing sizes shall be a **minimum of 18" x 24"** to a maximum of 30" x 42" inches. Plans must be clear and legible; non-legible Plans **will not be accepted**. Scale shall be 1/4" inch per foot for structural and architectural; 1" inch = 20 feet for site plans.

Plans must be wet-signed by the preparer on each page. Architects/ Engineers must affix their seal and wet-sign (cover sheet of supporting documents to be wet-signed).

Assessor's Parcel Number: _____

Owner: _____

Phone: _____

Address: _____

City: _____

State: _____ Zip: _____

Email: _____

Plan Check Number: _____

Contractor: _____

Phone: _____

Project Address: _____

Project Name: _____

Architect/ Engineer: _____

Architect/ Engineer Phone: _____

Plans Prepared By:

- ☐ California Registered Architect
- ☐ California Registered Residential Designer
- ☐ Owner
- ☐ Licensed General Contractor
- ☐ Structural Plans Included – Stamped and Signed (original) by a California Registered Engineer

FOR OFFICE USE ONLY

- ☐ Permit Application Completed and Signed
- ☐ Owner Builder Form
- ☐ Public Works Department Approvals
- ☐ Planning Division Approvals
- ☐ Special Inspection approval form

Building Plans: 3 Sets

- ☐ Site Plan and drainage direction arrows
- ☐ Foundation Plan and Footing Detail
- ☐ Floor framing plan
- ☐ Roof Framing Plan with all Headers and Beam Sizes
- ☐ Elevations (front, rear, side (s)
- ☐ Truss Calculations (wet stamped and signed by Engineer)
- ☐ Site Plan stamped and approved by the Planning Department
- ☐ Cross Sections Showing Construction Details, Roof Pitch, Sizes & Spacing of Structural Members
- ☐ Structural Plans, Details, and/or Calculations
- ☐ Relevant electrical, plumbing & mechanical
- ☐ Title 24 Energy Calculations (2), if applicable
- ☐ Soils Report, if applicable
- ☐ Deferred Submittals _____

This is not a complete list of all required submittals, and additional information may be required to facilitate plan review. Other City departments and/or public agencies may have to review the plans before permits can be issued.

I understand that an incomplete plan check submittal may result in delays in my plan check.

_____	_____	_____
Applicant Signature	Staff Signature	Date

Submittal will expire if permit is not issued within 180 days of approval or if applicant fails to respond to plan review comments within (6) weeks of notification.