



## Residential Plan Submittal Checklist

**Submit the following:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> 1. Job Site Address of Project         | <input type="checkbox"/> 5. Electrical | <input type="checkbox"/> 9. Soils Report                 |
| <input type="checkbox"/> 2. Owners Name                         | <input type="checkbox"/> 6. Mechanical | <input type="checkbox"/> 10. Square Footage              |
| <input type="checkbox"/> 3. Energy (on plans in unreduced size) | <input type="checkbox"/> 7. Plumbing   | <input type="checkbox"/> 11. Stamp and Sign              |
| <input type="checkbox"/> 4. Energy Calculations                 | <input type="checkbox"/> 8. Site Plan  | <input type="checkbox"/> 12. Architectural               |
|   |  | <input type="checkbox"/> 13. Structural Drawings & Calcs |

**RECEIVE AND SUBMIT APPROVAL FROM THE FOLLOWING CITY DEPARTMENTS or AGENCIES:**

1. **Sanitary District (Plans shall be stamped prior to submittal, for all new, additions or alterations)**
  - a. Central Sanitary, 5019 Imhoff Place, Martinez Phone: (925) 228-9500
  - b. Dublin San Ramon Services District, 7051 Dublin Blvd, Dublin Phone: (925) 828-0515
  
2. **San Ramon Valley Unified School District (additions over 500 s.f.)**  
 600 Old Orchard Dr, Danville  
 Phone: (925) 552-2944 Laura Cahalen  
 Phone: (925) 552-2906 Julie Bollenbach
  
3. **City of San Ramon Planning Department** Phone: (925) 973-2560
  
4. **City of San Ramon Engineering Department** Phone: (925) 973-2670
  
5. **Have you checked with your Homeowner’s Association?**  Yes  No

**PROVIDE THE FOLLOWING CONTRACTOR INFORMATION:**

- A. City of San Ramon Business License.
- B. Copy of pocket license issued by State Contractor’s License Board.
- C. Certificate of Insurance for Worker’s Compensation with the City of San Ramon listed as certificate holder.
- D. Letter of authorization on company letterhead signed by the license holder authorizing the applicant to sign permits.

**Prior to issuance of permit, pad compaction report is required to be provided, along with civil engineers’ certification that building(s) are positioned horizontally and vertically per approved plans.**

**Please allow up to 15 business days for the first round of review. 10 business days for subsequent rounds of review.**

Plan check fees includes up to 3 rounds of review. Subsequent reviews will be charged hourly (please refer to the Fee Resolution for fees).