



City of Colton

Development Services Department

Building Division

659 North La Cadena Drive
Colton, CA 92324
(909) 370-5079

Plan Check Submittal Requirements

Effective January 1, 2017 the City of Colton adopted the 2016 California Building, Electrical, Plumbing, Mechanical, Green Building, Energy and Fire Codes.

- **New Commercial Buildings**

- 7 sets of plans*
- 2 sets of plans must be wet stamped and signed by a California licensed engineer or architect at final approval.
- 2 sets of structural calculations
- 2 sets of truss calculations
- Energy calculations
- Soils report
- Conditions of approval (When applicable)

- **Commercial Tenant Improvement**

- 4 sets of plans*
- 2 sets of plans must be wet stamped and signed by a California licensed engineer or architect at final approval. (When applicable)
- 2 sets of structural calculations
- 2 sets truss calculations
- Energy calculations
- Soils report
- Conditions of approval (When applicable)

- **New Single Family Dwelling**

- 7 sets of plans*
- 2 sets of plans must be wet stamped and signed by a California licensed engineer or architect at final approval. (When applicable)
- 2 sets of structural calculations
- 2 sets of truss calculations
- Energy calculations
- Soils Report
- Conditions of approval (When applicable)

- **Multi-Family Dwellings**

- 7 sets of plans*
- 2 sets of plans must be wet stamped and signed by a California licensed engineer or architect at final approval. (When applicable)
- 2 sets of structural calculations
- 2 sets of truss calculations
- Energy calculations
- Soils Report
- Conditions of approval (When applicable)

- **Residential Room Additions**

- 2 sets of plans* (must be wet stamped and signed by a California licensed engineer or architect at final approval when applicable)
- 2 sets of structural calculations. (When applicable)
- 2 sets of truss calculations. (When applicable)
- Energy calculations
- Soils Report. (When applicable)
- Conditions of approval (When applicable)

- **Garage**

- 2 sets of plans*
- 2 sets of plans must be wet stamped and signed by a California licensed engineer or architect at final approval. (When applicable)
- 2 sets of structural calculations. (When applicable)
- 2 sets of truss calculations. (When applicable)
- Soils Report. (When applicable)
- Conditions of approval (When applicable)

***A Complete set of plans shall contain as a minimum the following information**

1. All calculations, specifications, and instruments of service shall be original, wet, manually signed by the person who prepared them. In addition to the signature, if the person is a registered engineer/architect all plans, reports, specifications, documents, or instruments of service shall bear the seal/stamp of the licensed professional, and the expiration date of the license.
2. The Conditions of Approval for Design Reviews, Administrative Site Plans, Tentative Tract Maps, Parcel Maps, Conditional Use Permits, etc. shall be affixed to the plans. (sticky backed to a full sheet)
3. Complete working drawings shall be drawn to scale; of sufficient clarity to indicate the location, nature and extent of the work proposed; and shall include, as a minimum, the following:
 - a) Plot Plan indicating all property lines; existing structures; a North arrow; the street address; owner's name(s); assessor's parcel number(s); distance to property lines from all buildings/structures; distance between all structures/buildings on the site; basic site layout (including parking and accessibility for the physically challenged); and the existing use of all spaces/buildings/structures adjacent to and/or affected by the proposed improvements.
 - b) Architectural Plans (floors/roof/reflected ceiling/etc. plans, elevations, general notes, etc.)
 - c) Structural Plans (foundation plan, roof/ceiling/floor plans, details, structural notes, etc.)
 - d) Detail sheet(s) (Architectural and structural details, cross sections, etc.)
 - e) Plumbing, electrical, mechanical plans
4. **Fire-sprinkler and alarm plans**, calculations, and specifications are a separate package and shall be submitted to and approved by the City of Colton Fire Prevention Division of the City of Colton Fire Department, (909) 370-5100.
5. **Landscape** plans are a separate package and are submitted directly to the Planning Division.
6. **Grading** is a separate submittal and is submitted to the City of Colton Public Works Department and is completely independent of the Plan Check process for the building(s).
7. All Green Building Compliance forms shall be affixed to the plans. (sticky backed to a full sheet)