City of Pismo Beach Building Division
760 Mattie Road
Pismo Beach, CA 93449
(805) 773-7040 · Fax: (805) 773-4684
www.pismobeach.org

BUILDING PLAN REVIEW SUBMITTAL CHECKLIST

FOR NEW BUILDINGS AND BUILDING ADDITIONS

AN APPLICATION FOR A PERMIT MUST BE COMPLETLEY PROCESSED AND PERMITTED WITHIN 365 DAYS, OR THE APPLICATION SHALL EXPIRE AND A NEW APPLICATION AND FULL RESUBMITTAL WILL BE REQUIRED.

ALL DOCUMENTS ARE TO BE SUBMITTED TO THE PUBLIC PORTAL IN A PDF FORMAT. INCLUDE THE FOLLOWING IN YOUR SUBMITTAL PACKAGE; EACH PRIMARY COMPONENT INDICATED BY ☐ SHALL BE A SEPARATE DIGITAL FILE:

☐ COMPLETED APPLICATION FOR PERMIT (see City website for fillable forms)

A. OWNER BUILDER ACKNOWLEDGEMENT FORM IF REQUIRED
B. OWNER BUILDER AGENT AUTHORIZATION FORM IF REQUIRED
(State law requires declarations to be completed at time of application)
C. CLEARANCE FROM APCD (Air Pollution Control District)

☐ COPY OF THE PLANNING PERMIT CONDITIONS OF APPROVAL

☐ PLAN SET (24x36), STAMPED AND SIGNED BY THE ARCHITECT/ENGINEER AS REQUIRED, TO INCLUDE

A. Title sheet w/ project description, address, lot number, assessor's parcel number, building floor areas
B. Project site plan and vicinity sketch
C. Grading, drainage and utility plan
D. Floor plans with room/space designations
E. Electrical, Mechanical and Plumbing Plans
F. Dimensions, details and cross sections
G. Detailed cross reference
H. Structural plans and details
I. Fire sprinkler plans, if applicable
J. Landscape plan

☐ STRUCTURAL CALCULATIONS

A. Stamped and signed by the design professional

☐ TRUSS DRAWINGS AND CALCULATIONS

A. Stamped and signed by the engineer responsible for the Truss Design
B. Evidence from the project design engineer indicating that the truss package has been reviewed and found to be in conformance with the project design

☐ COMPLETED STRUCTURAL OBSERVATION PROGRAM FORM IF STRUCTURE IS ENGINEERED
(See fillable forms on City of Pismo Beach website)

☐ COMPLETED SPECIAL INSPECTION PROGRAM FORM FOR ALL SPECIAL INSPECTIONS
(See fillable forms on City of Pismo Beach website)

COMPLETED CONSTRUCTION WASTE MANAGEMENT FORM

☐ TITLE 24 ENERGY CODE COMPLIANCE DOCUMENTATION

☐ PROJECT SOILS REPORT (500sf or more)

Approval Letter from Soils Engineer

☐ DRAINAGE REPORT (See “Drainage Requirements” document on City of Pismo Beach website for guidance)

☐ PLAN REVIEW FEE MUST BE SUBMITTED WITH THE SUBMITTAL PACKAGE, MAKE SURE TO LABLE PDF FILES AS SHOWN BELOW, DATE_TITLE OF PDF_PERMIT NUMBER:

Label all pdf files by Year.Month.Day_Title of Document for initial submittals.

EXAMPLES -
2021.11.10_Application
2021.11.10_Plan_Set
2021.11.10_Structrual_Calcs
2021.11.10_Soils_Report
2021.11.10_Title24

Resubmittals should be labeled by Year.Month.Day_Title of Document_Permit Number.
EXAMPLES-
2021.11.10_Application_B21-000xxx
2021.11.10_Plan_Set_B21-000xxx
2021.11.10_Structrual_Calcs_B21-000xxx
2021.11.10_Soils_Report_B21-000xxx
2021.11.10_Title24_B21-000xxx

Resubmittals must include correction responses using the original correction list received in addition to the documents required for initial submittal.
Responses should be detailed, with location of the correction provided.
Naming of correction responses should follow the above protocol.

SAMPLE TITLE SHEET



Title Sheet Requirements

- ✓ Must include 4”x 4” space in upper left corner of all pages for City approval stamping
- ✓ Title bar
- ✓ Sheet index
- ✓ Scope of Work
- ✓ Property owner information including Assessor parcel number