Please address the following comments and return the corrected submittal package to intake staff.

Date:
Reviewed by (PT):
Reviewed by (PR):
Project Address:
Applicant Name:
Applicant email:
Application Scope:
Plan Check Tier:
Permit Appl. #:

<table>
<thead>
<tr>
<th>Box</th>
<th>Text</th>
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</thead>
<tbody>
<tr>
<td>☐</td>
<td>Application Completeness Please complete the following portions of</td>
</tr>
<tr>
<td></td>
<td>the permit application:</td>
</tr>
<tr>
<td></td>
<td>☐ Incorrect address</td>
</tr>
<tr>
<td></td>
<td>☐ Incorrect Form</td>
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<tr>
<td>☐</td>
<td>Previous Apps &amp; Characteristics</td>
</tr>
<tr>
<td>☐</td>
<td>Scope of Work The scope of work has been revised to the following:</td>
</tr>
<tr>
<td></td>
<td>☐ Identify any special programs (ADU, UDU, Affordable Housing...)</td>
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<tr>
<td></td>
<td>☐ Identify floor, unit number where work take place.</td>
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<tr>
<td></td>
<td>☐ Identify “To comply with NOV #xxxx”</td>
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<tr>
<td></td>
<td>☐ Identify “Covered Multifamily Dwelling” when applicable, bathroom</td>
</tr>
<tr>
<td></td>
<td>option chosen</td>
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<tr>
<td>☐</td>
<td>Valuation The construction valuation of this project has been</td>
</tr>
<tr>
<td></td>
<td>changed to $__________________________</td>
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<tr>
<td>☐</td>
<td>Plan Check Fees Due Please see the attached invoice</td>
</tr>
<tr>
<td>☐</td>
<td>Dev. Review Routing ☐ Planning (CP-ZOC)</td>
</tr>
<tr>
<td></td>
<td>☐ Architectural (BLDG)</td>
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<tr>
<td></td>
<td>☐ Structural (PAD-STR)</td>
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<td></td>
<td>☐ DBI Specialty (MEP) Plan Check (MECH)</td>
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<tr>
<td></td>
<td>☐ Public Works Bureau of Streets &amp; Mapping (DPW-BSM)</td>
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<td></td>
<td>☐ Public Utilities Commission (PUC)</td>
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<td></td>
<td>☐ Public Works Bureau of Urban Forestry (DPW-BUF)</td>
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<td></td>
<td>☐ Fire Prevention (SFFD)</td>
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<td></td>
<td>☐ Public Health (DPH)</td>
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<td></td>
<td>☐ Mayor’s Office of Disability (MOD)</td>
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<td></td>
<td>☐ Office of Community Investment &amp; Infrastructure (OCII)</td>
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<tr>
<td>☐</td>
<td>Supporting Documentation ☐ School District developer fee form &amp;</td>
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<td>90-day refund form</td>
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<td></td>
<td>☐ Special Inspection form</td>
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<td></td>
<td>Ground floor development affidavit</td>
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<tr>
<td></td>
<td>Structural calculations</td>
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<td></td>
<td>Title 24 energy calculations</td>
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<tr>
<td></td>
<td>Soils/Geotechnical report &amp; CD ROM or flash drive</td>
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<td></td>
<td>Geotechnical review letter</td>
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<td></td>
<td>Hydrology study</td>
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<td>Sound transmission report</td>
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<td>Previously approved drawings if current permit application is a revision to an issued permit</td>
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<td></td>
<td>Other report</td>
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<td></td>
<td>Identify any environmental information such as: Maher Ordinance Requirements</td>
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<td></td>
<td>Slope Protection Areas &amp; checklist</td>
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<td></td>
<td>Site survey required by a licensed land surveyor</td>
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<table>
<thead>
<tr>
<th></th>
<th>Plans - Cover Sheet</th>
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<tbody>
<tr>
<td></td>
<td>All text size shall be 3/32” high minimum</td>
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<tr>
<td></td>
<td>Property information (address, lot/block, planning zone, overlay zones (flood, high fire, historical…))</td>
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<tr>
<td></td>
<td>Stamped and signed by a licensed architect or licensed engineer; wet signature on cover sheet</td>
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<tr>
<td></td>
<td>Concise, complete and accurate scope of work</td>
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<td></td>
<td>List of codes the project will comply with</td>
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<td></td>
<td>Drawing index with all sheets listed</td>
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<tr>
<td></td>
<td>Existing/changed/proposed building characteristics</td>
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<tr>
<td></td>
<td>Existing/changed/proposed number of stories</td>
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<td></td>
<td>Existing/changed/proposed number of basements</td>
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<tr>
<td></td>
<td>Existing/changed/proposed type of construction</td>
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<tr>
<td></td>
<td>Existing/changed/proposed use and/or occupancy</td>
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<td></td>
<td>Existing/changed/proposed number of dwelling units</td>
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<td></td>
<td>Existing/changed/proposed floor area</td>
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<tr>
<td></td>
<td>Existing/changed/proposed fire sprinkler status; provide sprinkler standard (NFPA-XX, if any)</td>
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<tr>
<td></td>
<td>Existing/changed/proposed Type of fire alarm (if any)</td>
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<tr>
<td></td>
<td>List of deferred submittals</td>
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<td></td>
<td>Addenda Schedule (if applicable)</td>
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<thead>
<tr>
<th></th>
<th>Plans – Site Plan</th>
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<tbody>
<tr>
<td></td>
<td>North arrow</td>
</tr>
<tr>
<td></td>
<td>Property lines</td>
</tr>
<tr>
<td></td>
<td>All other buildings on lot and adjacent lot and use(s)</td>
</tr>
<tr>
<td></td>
<td>Location of Street</td>
</tr>
<tr>
<td></td>
<td>Applicable setbacks from property line</td>
</tr>
<tr>
<td></td>
<td>Location of new retaining walls and fences.</td>
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<tr>
<td></td>
<td>NOTE: If scope of work is outside the building, then provide separate existing and proposed Site Plans</td>
</tr>
<tr>
<td>Requirement</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Showing the existing and proposed location of any new retaining wall(s), fence(s), deck(s), etc</td>
<td>Architectural (New &amp; Existing) Floor &amp; Roof plans with dimensions and opening sizes – drawn to scale</td>
</tr>
</tbody>
</table>
| □ Architectural (New & Existing) Floor & Roof plans                        | • Separate existing and proposed floor & roof plans (as applicable)  
• Floor plans to be drawn to scale  
• Dimensions and opening sizes  
• Provide and label gridlines  
• Provide relevant dimensions Existing and proposed use for each room and/or space  
• Label each level as either a story or a basement; don’t use vague terms such as: ground floor, lowest level, sub-basement, upper level, etc  
• Provide existing grade (if the grade varies, provide enough data points to convey slope)  
• Wall/Shading legend that clarifies:  
  • Which walls/retaining walls are existing and to remain  
  • Which walls/retaining walls are to be removed  
  • Hatching that clarifies the area of work/excavation  
  • Provide dimensions of the areas  
  • Symbols, words, and notes that accurately describes the scope of the demolition  
  • Show existing and proposed ceiling height |
| □ Architectural Exterior Elevations                                         | • Separate existing and proposed  
• Gridlines  
• Symbols, words and notes that describe the scope of the remodel  
• Label each level as either a story or a basement. Don’t use vague terms such as: ground floor, lowest level, sub-basement, upper level, etc |
| □ Architectural Building Cross Sections - coordinated with the plans        | • Separate existing and proposed  
• Gridlines  
• Symbols, words and notes that describe the scope of the remodel  
• Label each level as either a story or a basement. Don’t use vague terms such as: ground floor, lowest level, sub-basement, upper level, etc |
<p>| □ Structural Title Sheet                                                   | • Structural design parameters, material specifications, referenced standards etc                                                                                                                                 |</p>
<table>
<thead>
<tr>
<th>Topic</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| Structural Foundation, Floor & Roof framing plans | • Structural design parameters  
• Material specifications  
• Referenced standards  
• Abbreviations                                                                 |
| Structural Section/Details                | • Gridlines  
• Detail callouts  
• Cross section callouts (as applicable)  
• Label each level as either a story or a basement; don’t use vague terms such as: ground floor, lowest level, sub-basement, upper level, etc |
| Green Building sheets                     | • Use the City’s Green Building Standards form (referenced in AB 093) on the plans instead of a generic residential or commercial mandatory measures checklist  
• Clearly indicate which measures are not applicable to this project  
• Clearly reference plan notes, details, or the checklist itself for each measure to facilitate the plan reviewer’s and inspector’s review |
| Title 24 Energy Reports                   | • Ensure all text if legible in the drawings  
• Ensure special features are detailed in the plan sheets  
• Ensure details and specifications in the plan sheets match the recommendations of the energy compliance report and vice versa |