City of El Dorado Building Department

Commercial Plan Review Checklist

EL DORADO
THE FINE ART OF LIVING WELL

Project Name & Address: _____ Date: _____

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■ = Not Required

	Commercial Plan Review Checklist	Permit Application	3 Sets of Site Plans	3 Sets of Construction Plans	1 Set of Project Specifiactions	**SITE PLANS SHALL INCLUDE THE FOLLOWING**	Prepared & Sealed by P.E., Architect, or Landscape Architect	24" x 36" Sheets w/ 1 Inch = 20 Feet Scale	Project Name, Address, Location Map & Date	Legal Description	North Arrow & Scale	Name & Address of Owner of Record & Developer	Dimensions to Lot Lines, Easements, and Right-of-Ways	Name & Address of all Abutting Owner's of Record	Area and Use of all Abutting Land & Structures	Location, Use & Size of all Structures Within the Development	Driveway Approaches, Sidewalks & Adjacent Streets	Parking Lot Layout w/ Accessible Stalls	Fire Hydrants, Trash Enclosures & Fences	External Lighting Location, Height, Intensity, Type & Glare	Sign Location, Height, Size, Materials & Design	Landscape Plan w/ Plants, Trees & Water Source	Utility Locations (Water/Sewer/Phone/Elec/Gas/Storm Drainage)	Stormwater Pollution Prevention Plan & Impervious Area in SF	Grading Plan w/ USGS Datum & Flood Plain Shown	Adjacent Zoning District Boundaries	Traffic Control Plan, Flow Patterns, Street or Curb Cuts	**CONSTRUCTION PLANS SHALL INCLUDE THE FOLLOWING**	Prepared & Sealed by Architect/Engineer	Project Name	Property Address & Legal Description	Property Owner & Address	Adopted Codes & Design Criteria	Code Footprint (Attach 1 Additonal Code Footprint)	Foundation & Structural Plans	Floor plans	Exterior Elevations & Restroom Elevations	Roof Plan	Details/Sections	Finish, Door & Hardware Schedule	Electrical, Mechanical, & Plumbing Plans	Hazardous Materials List
New Construction																																								
Addition																																								
Alteration/Remodel																																					■			
Change of Occupancy					■								■							■	■	■	■		■		■						■				■		
Parking Lots																																■	■		■	■		■	■	■	■

Note: The plans, specifications, details and/or documents required in this checklist are identified as needed for common projects in each of the categories listed above. Specific circumstances associated with each project may require additional information whether or not noted herein. The International Building Code requires that all plans, specifications and construction documents shall be drawn to scale on substantial paper and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and shown in detail that it will conform to the provisions of all relevant codes, laws, ordinances, rules and regulations.