City of El Segundo

Building Safety Division
350 Main Street
(310) 524-2300

MINIMUM PLAN CHECK SUBMITTAL CHECKLIST

Permit Counter Staff will review this checklist prior to plan check submittal to ensure completeness.

PROJCT NAME:_____PC#_____
PROJCT ADDRESS:_____
Residential: New Addition/Alteration **Commercial: New/Addition TI**

Documents	Check if Provided	Filled by Staff		
		Required	Provided	
GENERAL:				
Completed Building Permit Application Form		☐ YES	☐ YES	☐ NO
Detailed Cost Estimate to Establish Valuation (for additions and alterations)		☐ YES	☐ YES	☐ NO
Means and Methods Plan (For Tenant Occupied Residential Units)		☐ YES	☐ YES	☐ NO
SUPPORTING DOCUMENTS:				
Structural Calculations		☐ YES	☐ YES	☐ NO
Soil Report		☐ YES	☐ YES	☐ NO
Title 24 lighting and calculations for Tenant Improvement		☐ YES	☐ YES	☐ NO
PLANS:				
Detailed Statement of Scope of Work on Cover Sheet		☐ YES	☐ YES	☐ NO
Project Data (Type of Construction, Occupancy Group, sq. ft., applicable codes, etc.)		☐ YES	☐ YES	☐ NO
Plot Plan/Site Plan (including setback dimensions, location of driveways and trees, etc.)		☐ YES	☐ YES	☐ NO
General and Fire Life Safety Notes		☐ YES	☐ YES	☐ NO
Floor Plans		☐ YES	☐ YES	☐ NO
Cross Sections/details		☐ YES	☐ YES	☐ NO
Elevations		☐ YES	☐ YES	☐ NO
Roof Plan		☐ YES	☐ YES	☐ NO
Disabled Accessibility Details (for Commercial and new multifamily projects)		☐ YES	☐ YES	☐ NO
Energy Calculations		☐ YES	☐ YES	☐ NO
Foundation Plan		☐ YES	☐ YES	☐ NO
Structural Framing Plans		☐ YES	☐ YES	☐ NO
Structural Details and Material Specifications		☐ YES	☐ YES	☐ NO
MEP's:				
Plumbing Plans (for Commercial and multifamily projects)		☐ YES	☐ YES	☐ NO
Mechanical Plans (for Commercial and multifamily projects)		☐ YES	☐ YES	☐ NO
Electrical Plans (for Commercial and multifamily projects)		☐ YES	☐ YES	☐ NO

To be filled out by Applicant
I understand that an incomplete plan check submittal may result in delays in plan check.
Applicant Name (Print): _____Contact Phone No.:_____
Signature:_____ Date:__ _____