



CITY OF FONTANA

## **BUILDING & SAFETY**

8353 SIERRA AVE, FONTANA, CA 92335

(909) 350-7640

+ FAX: (909) 350-7676

# **SUBMITTAL REQUIREMENTS**

**FOR:**

## **BUILDING PLAN CHECK**

**APPLICATIONS CAN BE SUBMITTED  
BETWEEN 8:00 A.M. & 5:00 P.M. M-TH**

### APPLICATIONS FOR BUILDING PLAN CHECK CONSIST OF THE FOLLOWING:

- ✓ Six (6) sets of complete Working Drawings – Five (5) sets for Single Family Dwellings. (See Note #3 below.)
- ✓ Two (2) sets of Structural Design Computations
- ✓ Two (2) sets of complete Truss Packages (Structural Design Computations, Layout, notes, etc.)
- ✓ Two (2) sets of complete Title-24 Energy Compliance Reports/Calculations
- ✓ Two (2) copies of the Preliminary Soils Reports
- ✓ Two (2) sets each of any other applicable calculations or reports (Noise Study, Chemical Analysis, etc.)

### NOTES:

1. All documents, 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 registrant, 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 (sticky backed to an blue printed with) the plans.
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. Automatic fire-sprinkler plans, calculations, and specifications are a separate package and shall be submitted to and approved by the Fire Prevention, Planning, and Inspection Division of the Fontana Fire Department, (909) 428-8890.
5. PHASING – Applications for permits for 2<sup>nd</sup>, 3<sup>rd</sup>, etc. phases of production tract houses can be submitted into Building & Safety Plan Check under a modified process if: 1) the additional houses being submitted are part of the same Design Review number as the original phase; 2) there has been no change in the adopted codes, laws and ordinances applicable to the project; and 3) the houses being constructed are identical to the initial phase whose plans are currently on file with the Building & Safety Division. Models/model complexes and the 1<sup>st</sup> or initial phase shall follow the normal standard plan check procedures. The modified process for 2<sup>nd</sup>, 3<sup>rd</sup>, etc. phasing applications that meet the aforementioned criteria is: five (5) sets of Plot Plans are to be submitted and payment of estimated Plan Check Fee/Deposit.
6. Landscape plans are a separate package and are submitted directly to the Department of Engineering.
7. Grading is a separate submittal and is completely independent of the Plan Check for the building(s).



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# **SUBMITTAL REQUIREMENTS**

**FOR:**

# **GRADING PLAN CHECK**

**APPLICATIONS CAN BE SUBMITTED  
BETWEEN 8:00 A.M. & 5:00 P.M. M-TH**

### APPLICATIONS FOR GRADING PLAN CHECK CONSIST OF THE FOLLOWING:

- ✓ Six (6) sets of complete Grading Plans – Five (5) sets for Single Family Dwellings. (See Note #3 below.)
- ✓ Three (3) sets of Hydrology and Hydraulic Computation
- ✓ Two (2) copies of the Preliminary Soils Reports
- ✓ Two (2) copies of the Geology Report (if applicable)
- ✓ Two (2) sets of Structural Computations for Retaining Walls, Walls/Fences, etc. (if applicable)
- ✓ Payment of the estimated Plan Check Fee/Deposit

### NOTES:

1. All documents, 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 registrant, 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 (sticky backed to and blue printed with) the plans.
3. Complete Grading Plans 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) General vicinity of the proposed site;
  - b) Location of all property lines and accurate contours of existing ground and details of terrain and area drainage, and location of all structures on the property where the work is to be performed and the location of all structures on adjacent properties that are within 15 feet of the property or that may be affected by the proposed grading and the relationship between the proposed finished on-site grade elevations and the existing adjacent property grade elevations.
  - c) Limiting dimensions and area (in square feet) of the proposed grading, elevations and finish contours to be achieved by the grading, proposed drainage channels and related construction, and detailed plans of all surface and subsurface drainage devices, walls, fences, cribbing, etc. to be constructed.
  - d) The ground cover/finished surface material being proposed, (ie: type of pavement, plant material, etc.)
4. The on-site drainage system shall, as a minimum, be designed to handle the run-off generated by a ten (10) year storm. Check for flooding of all on-site structures (buildings) and all adjacent properties during a hundred (100) year storm.
5. An Arborist Report and a Tree Preservation, Relocation and/or Removal Plan may be required.
6. Grading is a separate submittal into Plan Check and is completely independent of the Plan Check for the building(s).