



CITY OF ARCADIA

Building Services Division
 240 W Huntington Drive
 Arcadia, CA 91007
 (626) 574-5416
 www.ArcadiaCA.gov

PC CHECKLIST		
BD SECTION	006 FORM NUMBER	2025 CODE CYCLE
01/01/2024 EFFECTIVE DATE		01/01/2026 REVISION DATE

PLAN REVIEW SUBMITTAL CHECKLIST

Prior to issuance of a permit for construction, plans must be prepared by an experienced design professional, submitted to the City, and reviewed for compliance with zoning regulations and California Building Codes. The type of plans required and the level of detail will depend upon the scope of work proposed.

APPLICATION SUBMITTAL INFORMATION	Required	Provided
COVER SHEET		
Scope of work	<input type="checkbox"/>	<input type="checkbox"/>
Specify the following Governing Codes on cover sheet: <ul style="list-style-type: none"> • 2025 California Building Code • 2025 California Residential Code • 2025 California Plumbing Code • 2025 California Mechanical Code • 2025 California Electrical Code • 2025 California Energy Code • 2025 California Green Building Standards Code • 2025 Wildland-Urban Interface Code • Arcadia Municipal Code 	<input type="checkbox"/>	<input type="checkbox"/>
Name and address of property owner	<input type="checkbox"/>	<input type="checkbox"/>
Provide a Drawing Index that lists all page's part of the official construction plans	<input type="checkbox"/>	<input type="checkbox"/>
Project data information (including assessor's parcel number, use of building, construction type, floor area, # of stories, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Deferred submittal items (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Special Inspection / Structural Observation (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
CONSTRUCTION PLANS		
Fully dimensioned site plan	<input type="checkbox"/>	<input type="checkbox"/>
Floor plans (existing and proposed)	<input type="checkbox"/>	<input type="checkbox"/>
Elevations (North, South, East and West)	<input type="checkbox"/>	<input type="checkbox"/>
Sectional Views (Longitudinal and Traverse)	<input type="checkbox"/>	<input type="checkbox"/>
Foundation Plan with cross-referenced structural details	<input type="checkbox"/>	<input type="checkbox"/>
Floor and Roof Framing Plans with cross-referenced structural details	<input type="checkbox"/>	<input type="checkbox"/>
Electrical plans stamped and signed by licensed professional	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing plans stamped and signed by licensed professional	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical plans stamped and signed by licensed professional	<input type="checkbox"/>	<input type="checkbox"/>
Grading and Drainage Plans	<input type="checkbox"/>	<input type="checkbox"/>
Excavation and Shoring Plans	<input type="checkbox"/>	<input type="checkbox"/>
Gas and Plumbing Isometric Drawings (for one-two family dwellings and accessory building)	<input type="checkbox"/>	<input type="checkbox"/>
Landscape Plans	<input type="checkbox"/>	<input type="checkbox"/>
SUPPORTING DOCUMENTS		
Completed Building / Plan review application	<input type="checkbox"/>	<input type="checkbox"/>

Completed and Signed Plan Review Submittal Checklist	<input type="checkbox"/>	<input type="checkbox"/>
Structural Calculations stamped and signed by licensed professional	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical Soils Investigation Report stamped and signed by licensed professional	<input type="checkbox"/>	<input type="checkbox"/>
Hydrology Report stamped and signed by licensed professional	<input type="checkbox"/>	<input type="checkbox"/>
Title 24 Energy of Compliance forms incorporated into all plan sets. Depending on the scope of the project, installation Certificates may be required prior to final sign off.	<input type="checkbox"/>	<input type="checkbox"/>
CalGreen Residential Checklist	<input type="checkbox"/>	<input type="checkbox"/>
CalGreen Commercial Checklist	<input type="checkbox"/>	<input type="checkbox"/>
Manufacturer's Specifications	<input type="checkbox"/>	<input type="checkbox"/>
Water Efficient Landscape Documentation Package	<input type="checkbox"/>	<input type="checkbox"/>
Water Meter Clearance Application	<input type="checkbox"/>	<input type="checkbox"/>
Planning Approval Letter	<input type="checkbox"/>	<input type="checkbox"/>
HOA Approved plans / Findings and Action Report	<input type="checkbox"/>	<input type="checkbox"/>
Arborist / Tree Report	<input type="checkbox"/>	<input type="checkbox"/>
Form OC-1 – Owner's Certification	<input type="checkbox"/>	<input type="checkbox"/>
Form PC – Stormwater Planning Program LID Plan Checklist	<input type="checkbox"/>	<input type="checkbox"/>
Form P1 – Stormwater Priority Development & Redev Projects	<input type="checkbox"/>	<input type="checkbox"/>
Form P2 – Stormwater Treatment Certification	<input type="checkbox"/>	<input type="checkbox"/>
Draft of Master Covenant and Agreement	<input type="checkbox"/>	<input type="checkbox"/>
Lot/Boundary Survey	<input type="checkbox"/>	<input type="checkbox"/>
8 ½ x 11 copy of the Site plan	<input type="checkbox"/>	<input type="checkbox"/>
Extra Full size floor plan	<input type="checkbox"/>	<input type="checkbox"/>
Deferred Submittals		
Fire sprinkler plans	<input type="checkbox"/>	<input type="checkbox"/>
Solar Plans	<input type="checkbox"/>	<input type="checkbox"/>
Clearances Required		
Arcadia School District	626-821-8300	<input type="checkbox"/>
Building Department	626-574-5416	<input type="checkbox"/>
County Health Department	888-700-9995	<input type="checkbox"/>
Engineering Department	626-574-5415	<input type="checkbox"/>
Fire Department	626-574-5104	<input type="checkbox"/>
Planning Department	626-574-5423	<input type="checkbox"/>
Public Works Department	626-254-2704	<input type="checkbox"/>

I understand this may not be a complete list of required items due to the variation for each project and additional code related information may be required. I understand that an incomplete plan check submittal may result in delays in the plan review process.

Applicant Name (Print): _____

Applicant Signature: _____

Applicant's Phone #: _____

Applicant's Email: _____

Date: _____