



**ELECTRONIC PLAN SUBMITTAL CHECKLIST**

**SINGLE FAMILY & DUPLEX**

**ALL PLANS SHALL BE SUBMITTED ELECTRONICALLY**  
**PLANS LESS THAN 25 MB IN SIZE SHALL BE SUBMITTED TO:**  
[inspectionsservicesweb@cityofmerced.org](mailto:inspectionsservicesweb@cityofmerced.org)  
**FOR SUBMITTALS LARGER THAN 25 MB, PLEASE CALL US AT**  
**(209) 385-4773**

**Additional notes shall be added to title sheet:**

- 1. Fire Sprinkler Plans shall be under separate permit and submitted prior to issuance of building permit.**
- 2. Provide copies of moisture report prior to or at time of frame inspection**
- 3. Climatic and Geographical Design Criteria**

**Wind Speed: 85/Exposure C, Seismic Design Category: C-DO, Weathering: Negligible, Winter Design Temp: 25 degrees F, Air Freezing Index: 1500, Mean Annual Temp: 60 degrees F**

**\*For Flood Hazard refer to FEMA website: <https://msc.fema.gov/portal/search>**

A complete submittal will expedite the plan check process. If the plans and other construction documents are incomplete, the plan check process will be prolonged. Some of the listed items may not pertain to your project. If so, please indicate by marking "N/A" at the "Y N" space.

**PROJECT ADDRESS:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

Item Number	Item Description	Owner/Designer
1.	<b>PERMIT APPLICATION FORM</b> , completed with all contact data	Y N
2.	A complete <b>SITE PLAN</b> , to scale, dimensioned and all off site and on site improvements shown	Y N
3.	A complete <b>FLOOR PLAN</b>	Y N
4.	A minimum of four major <b>ELEVATIONS</b>	Y N
5.	A complete <b>FOUNDATION PLAN</b> to scale and dimensioned, indicating if "cut" or "truss" roof is to be used. Show <b>FOOTING DETAILS</b> to match <b>SOILS REPORT</b> . Include <b>HOLD-DOWNS</b> where required	Y N
6.	Copy of <b>SOILS COMPACTION REPORTS</b> from Soils Engineer	Y N
7.	<b>ROOF FRAMING PLAN:</b> If Truss-Roof-layout plan including locations & sizes of headers, beams, and girders. If Cut-Roof- sizes of all members (rafters, hips, valleys, ridges, and purlins)	Y N
8.	A complete set of <b>TRUSS CALCULATIONS</b> (if used) to include layout, truss calc sheets keyed to layout sheet, size and type of connections. One set of calculations shall have a "wet" signature of the engineer responsible for the design.	Y N
9.	<b>ELECTRICAL FLOOR PLAN</b> (may be incorporated with the floor plan if easy to read) must include <b>SERVICE SIZE CALCULATIONS</b>	Y N
10.	<b>MECHANICAL PLAN</b> indicating size and location of unit and size of ducts and registers	Y N
11.	<b>PLUMBING PLAN</b> indicating location of DWV system, vents, and cleanouts as well as water and gas piping size and calculations	Y N
12.	Complete <b>CCR ENERGY ANALYSIS</b> (T24 forms)	Y N
13.	<b>STRUCTURAL ANALYSIS</b> of all two-story buildings or buildings with unconventional construction. This includes vertical as well as lateral loads (indicate load paths and shear transfers)	Y N
14.	Complete <b>DETAIL PLAN SHEET</b> including irregular construction materials and methods as well as connections	Y N
15.	<b>SHEARWALL</b> or <b>BRACED WALL</b> plan & schedule	Y N

