

## **PORT OF STOCKTON PLAN SUBMITTAL INSTRUCTIONS FOR A BUILDING PERMIT**

1. Applicant shall notify the Port of Stockton (Debbie Calli or Steve Escobar) at (209) 946-0246 that you have a project requiring a building permit and will be submitting plans and associated documents to 4LEAF, Inc. (4LEAF). Note: you may also need to submit a preliminary Site Plan so the Port can check and verify utility locations.
2. Applicant will complete the City of Stockton's Building Permit Application (provided as Pages 2 and 3 of this document) **(NOTE: YOU MUST DOWNLOAD THIS FILE AS AN ACROBAT PDF DOCUMENT IN ORDER TO ENTER THE INFORMATION DIRECTLY TO THE FORM USING YOUR COMPUTER).**
3. Applicant shall go to the City of Stockton's Community Development Department to submit the Building Permit Application and pay the permit fees and submit one (1) hardcopy set of all plans and associated documents.
4. Applicant will call Missy Oliver with 4LEAF at (916) 965-0010 to inform her that a Building Permit Application will be emailed to 4LEAF to begin plan review for a construction project.
5. Applicant will email the completed Building Permit Application to the email address [portofstockton@4leafinc.com](mailto:portofstockton@4leafinc.com).
6. 4LEAF will assign the project a 4LEAF tracking number and send the applicant instructions on how to obtain access to 4LEAF's plan review software tracking system "EZPlan Review".
7. Applicant will upload all plan review documents in PDF format to "EZPlan Review" and 4LEAF will begin the plan review process.
8. The City of Stockton will issue a Building Permit Number that will be emailed to [portofstockton@4leafinc.com](mailto:portofstockton@4leafinc.com).
9. Upon completion of the plan review, 4LEAF will notify the Applicant that the plans are approved for permit issuance.
10. Applicant will submit three (3) complete corrected hard copy sets of all plans review documents to 4LEAF.
11. 4LEAF will stamp the approved plans and associated documents and deliver these documents to the City of Stockton to process plans for final approval.
12. The City of Stockton will issue a building permit and return two (2) hard copies of the approved plans and associated documents to the Applicant for use during construction.
13. For Building Inspections call Blake Froberg (209) 471-2428 and for Fire Inspections call Phil Simon (209) 598-8819.

# APPLICATION FOR PERMIT



**CITY OF STOCKTON**  
 COMMUNITY DEVELOPMENT DEPARTMENT  
 CITY HALL  
 425 N. EL DORADO STREET (209) 937-8561  
 STOCKTON, CA 95202-1997 FAX (209) 937-8893

APPLICATION NO. _____
APPLICATION DATE _____
BY _____

M.P. # _____
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## APPLICANT TO COMPLETE THIS PORTION

JOBSITE ADDRESS _____			Is this structure proposed to be a State Licensed Facility _____  If yes, indicate type of proposed facility. _____	
SUBDIVISION _____	UNIT NO. _____	LOT NO. _____		
<b>OWNER</b>	NAME _____	I certify that I have read this application and state that the information is correct.  _____ Signature of Applicant or Agent <span style="float: right;">Date</span>		
	MAILING ADDRESS _____			PHONE _____
	CITY _____			STATE/ZIP _____
<b>CONTRACTOR</b>	I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force.			
	LICENSE # _____	CITY BUSINESS LICENSE # _____	Phone _____  Fax _____  AGENT FOR: <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> OWNER  AGENTS NAME _____ PRINT  AGENTS ADDRESS _____  CITY _____  VALUATION: _____	
	NAME _____	PHONE _____		
	MAILING ADDRESS _____	FAX _____		
	CITY _____	STATE/ZIP _____		
CONTRACTORS SIGNATURE _____	DATE _____			
<b>ARCH./ENG.</b>	NAME _____	PHONE _____	ARCHITECT/ENGINEER SIGNATURE _____ DATE _____	
	MAILING ADDRESS _____	FAX _____		
	CITY _____	STATE/ZIP _____		

<h3 style="text-align: center;">JOB DESCRIPTION</h3> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<h3 style="text-align: center;">AREA DETERMINATION</h3> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">1st FLOOR</td><td style="text-align: right;">_____ SF</td></tr> <tr><td>2nd FLOOR</td><td style="text-align: right;">_____ SF</td></tr> <tr><td>3rd FLOOR</td><td style="text-align: right;">_____ SF</td></tr> <tr><td>TOTAL BUILDING</td><td style="text-align: right;">_____ SF</td></tr> <tr><td>GARAGE</td><td style="text-align: right;">_____ SF</td></tr> <tr><td>DECK &amp; BALCONIES</td><td style="text-align: right;">_____ SF</td></tr> <tr><td>PORCH/PATIO</td><td style="text-align: right;">_____ SF</td></tr> <tr><td>OTHER:</td><td style="text-align: right;">_____ SF</td></tr> </table>	1st FLOOR	_____ SF	2nd FLOOR	_____ SF	3rd FLOOR	_____ SF	TOTAL BUILDING	_____ SF	GARAGE	_____ SF	DECK & BALCONIES	_____ SF	PORCH/PATIO	_____ SF	OTHER:	_____ SF
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PORCH/PATIO	_____ SF																
OTHER:	_____ SF																
IT IS A MISDEMEANOR TO REMOVE, OR CAUSE TO BE REMOVED, ANY HERITAGE OAK TREE. A HERITAGE OAK HAS A 16 INCH OR LARGER TRUNK DIAMETER AS MEASURES AT 24 INCHES ABOVE ADJACENT GRADE.	<h3 style="text-align: center;">STORM WATER REQ.</h3> WDDID# _____ SWPPP# _____																
<input type="checkbox"/> YES <input type="checkbox"/> NO HERITAGE OAK(S) EXIST ON SITE? (MUST BE SHOWN ON PLANS)	<input type="checkbox"/> YES <input type="checkbox"/> NO INTEND TO REMOVE HERITAGE OAK OR PRUNE HEAVILY?																
<input type="checkbox"/> PERMIT REQUIRED, CONTACT PARKS AND REC. AT 937-8317																	

**ONLY THE OWNER OF THE PROPERTY OR A LICENSED CONTRACTOR MAY TAKE OUT BUILDING PERMITS.**

OWNERS-BUILDERS must submit the following at time of issuance:

- A completed and signed "Owner-Builder Verification" form, and an "Authorization" form if other than the owner applies.

CONTRACTORS must submit the following at time of issuance:

- Current license numbers and a worker's compensation insurance certification.
- A waiver form if the contractor is not subject to worker's compensation laws.
- A completed "Authorized to Sign" form if other than the contractor applies.
- A City of Stockton Business License

**PLAN CHECK PROCESS DOES NOT BEGIN UNTIL SUBMITTAL PACKAGE IS COMPLETE**

Incomplete Submittal Acknowledgement

Require \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME \_\_\_\_\_

## OFFICE USE ONLY

APPROVALS	TYPE OF PERMIT	PLAN RECORD SUBMITTAL DATA
OES / APCD _____	COMBINATION BUILDING	NO. _____ DATE REC'D _____
SPECIAL INSPECTION AGREEMENT FORM _____	BUILDING ONLY	_____ ARCH. PLANS _____
FEE DEFERRAL _____	ELECTRICAL PERMIT	_____ STRUC. PLANS _____
UNREASONABLE HARDSHIP FORM _____	PLUMBING PERMIT	_____ ELEC. PLANS _____
REDEVELOPMENT AREA _____	MECHANICAL PERMIT	_____ MECH. PLANS _____
PLAN CHECK DEPOSIT \$ _____	DEMOLITION PERMIT	_____ PLUMB. PLANS _____
PAID _____ DATE _____	RELOCATION PERMIT	_____ TRUSS CALCS. _____
	RE-ROOF	_____ STRUC. CALCS. _____
	SIGNS	_____ ENERGY CALCS. _____
	FENCE	_____ SOILS REPORT _____
	OTHER	_____ SPECIFICATIONS _____
	ENTERPRISE ZONE	_____ NOISE ANALYSIS _____
		_____ PLOT/SITE PLAN _____

### RESIDENTIAL CHECKLIST

**THE FOLLOWING INFORMATION AND DOCUMENTATION MUST BE SUBMITTED TO DEVELOPMENT SERVICES BEFORE YOUR APPLICATION CAN BE ACTED ON.**

**CHECK  
OFF**

- |   |  |
|---|--|
| 1. One completed Application for a Residential Building Permit.   |  |
| 2. Three complete sets of construction drawings, <b>wet signed</b> by designer. (Minimum - 18" x 24" size paper) to include:  |  |
| a. Site plan drawn to scale showing property lines, north arrow, easements and all existing and proposed developments.  |  |
| b. Building elevations (north, south, east and west views).   |  |
| c. Floor plan (include plumbing and electrical fixture locations and HVAC equipment location - electrical load calc. may be required).  |  |
| d. Foundation plan with representative details.   |  |
| e. Floor, ceiling and roof framing details including framing layouts, cross sections and sizing details of all members.   |  |
| f. Framing sections and details.  |  |
| g. Masonry fireplace plan and construction section.   |  |
| h. Truss layout and calculations:<br>1) Identifying all trusses.<br>2) <b>All</b> truss calculations shall be stamped and a wet signature provided by a California licensed designer.   |  |
| i. Engineering calculations:<br>1) Engineering calculations will be required for any unusual design which is not covered by Chapter 25 of the "Uniform Building Code."<br>2) <b>All</b> engineering plans and calculations shall be stamped, if by an engineer, and include a wet signature of a California licensed engineer or architect. |  |
| 3. Flood Certificate (if required).   |  |
| 4. School Certificate (if required).  |  |
| 5. Two (2) sets of energy calculations.   |  |
| 6. Plan Check Deposit.  |  |

### COMMERCIAL CHECKLIST

**THE FOLLOWING INFORMATION AND DOCUMENTATION MUST BE SUBMITTED TO DEVELOPMENT SERVICES BEFORE YOUR APPLICATION CAN BE ACTED ON.**

**CHECK  
OFF**

- |   |  |
|---|--|
| 1. One completed Application for a Commercial Building Permit.  |  |
| 2. Five complete sets of construction drawings. Two of the sets must be <b>wet signed</b> by the architect or engineer. (Note: all sheets of the working drawings must be signed. The plans must include: (Minimum - 18" x 24" size paper).                     |  |
| a. Site plan drawn to scale showing property lines, north arrow, easements and all existing and proposed developments. Site utility plan showing point of connection to city system for storm, sanitation and water.  |  |
| b. Structural plans.  |  |
| c. A complete floor plan (include room usage, exiting plan and complete dimensions). NOTE: For remodels and additions, the existing and proposed floor plans must be shown in their entirety.   |  |
| d. Plumbing and mechanical plans, including ventilations.   |  |
| e. Electrical plans, including a complete one-line diagram of the service and feeders.  |  |
| f. Handicap compliance.   |  |
| 3. Two sets of structural calculations, stamped and signed with a wet signature.  |  |
| 4. If prefabricated trusses are included in the scope of work, the following will be required:  |  |
| a. Complete truss layout designating each type of truss to be used.   |  |
| b. Engineered truss plans which are cross-referenced to the truss layout plan.  |  |
| c. Lateral bracing plans.   |  |
| d. Details of any special features such as girder trusses, hangers between interconnected trusses, connections between trusses and beams, etc.:   |  |
| e. Truss calculations for each truss specified.   |  |
| f. A letter signed by the responsible engineer or architect, stating that he/she has reviewed and approved the truss calculations and drawings, or either a shop approval stamp and signature or the responsible engineer's or architect's stamp and signature. |  |
| 5. Two sets of energy calculations. Provide Second Generation office standards for offices and the First Generation for all others.   |  |
| 6. OES (Office of Emergency Services) Compliance Form.  |  |
| 7. APCD (Air Pollution Control District) Compliance Form.   |  |
| 8. Flood Certificate (if required).   |  |
| 9. School Certificate (if required).  |  |
| 10. Plan Check Deposit.   |  |