



CITY OF ADELANTO
DIVISION OF BUILDING & SAFETY
COMMERCIAL & INDUSTRIAL PLAN REVIEW LIST

PLANS REVIEW “DROP OFF” CHECKLIST FOR COMMERCIAL AND
INDUSTRIAL PROPERTIES

A. PLANS

- MUST HAVE THREE SETS OF COMPLETE PLANS. ALONG WITH THE CONSTRUCTION DRAWINGS THREE SETS OF THE FOLLOWING ARE REQUIRED
1. **TITLE 24 ENERGY CALCULATIONS** – signed with property and or project ID information on the front page.
 2. **ENGINEERING CALCULATIONS**- wet stamp properly signed with property and or project ID information on the front page.
 3. **PROPERTY PLAT** – Shall show all address information Property ID information must be on **every** sheet.

B. PRE-PLANS ACCEPTANCE

- BEFORE ANY PLANS ARE ACCEPTED FOR THE REVIEW THE FOLLOWING CONDITIONS ARE REQUIRED
4. **CITY PLANNING DEPARTMENT** Approval and or conditions of approval acceptable to the Building Department
 5. **CITY ENGINEERING DEPARTMENT** Approval and or conditions for approval acceptable to the Building Department
 6. **FIRE DEPARTMENT** plat approval is required. Every structure have sprinkler system and or alarm system must have Fire Department approval.
 7. **FEES PAID** Pertaining to the plans review. Fees are calculated by square foot of the structure and may require a day or two to compute – figure this time into the project start.

C. PERMITS ISSUED

- BEFORE ANY PERMITS ARE ISSUED THE FOLLOWING IS REQUIRED

8. **SCHOOL FEES** must be paid before any permits can be issued.
9. **GRADING PERMIT** must be issued, or provisions made for issuing through City Engineering.
10. **CITY BUSINESS LICENSE** must be issued to **all required** parties.
11. **SUB-CONTRATOR LIST** is required to be presented to the building department. This list shall always remain current with a copy given to the City and posted at the job site.
12. **APPROVAL SET OF PLANS** is required before any permits are issued.
13. **FIRE DEPARTMENT** required approvals either stamped plans or original approval letter.
1. **FIRE LETTER FROM FIRE DEPARTMENT APPROVING SPRINKLERS.**

D. ADDITIONAL INFORMATION

- THE FOLLOWING IS INFORMATION OF IMPORTANCE
14. **CITY PERSONAL** are here to help any questions.
 15. **PERMISSION** is always easier to gain than forgiveness – always check first with the City.
 16. **CERTIFICATE OF OCCUPANCY** is required before any structure can be habited.
Failure to comply will result in a “**STOP WORK**” order on the property with a fine enforced for everyday the structure is not in compliance.
 17. **POOR PLANNING** by the applicant does not constitute an emergency on the part of the City.
 18. **INFORMATION** that might be deleted or is absent from the required plans for any reason may cause a substantial delay in the approval process.

E. FIRE DEPARTMENT

1. Three sets of plans including **sprinkler** system.