



# COUNTY OF RIVERSIDE BUILDING AND SAFETY DEPARTMENT

## TRACT PLAN CHECKLIST

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Building Official

**Subdivision transactions are by appointment only**, please contact our Subdivision Team for an appointment at [buildingsubdivision@rivco.org](mailto:buildingsubdivision@rivco.org). At the time of your scheduled appointment a completed Application to Construct and Processing Worksheet is required, which should include all corresponding lot numbers, addresses, APNs, plan number, square footages and setbacks. The following checklist represents the minimum requirements when submitting for the building permits. County Staff will use the checklist to ensure all submittal packages are complete prior to Plan Check.

### **STANDARD PLAN**

- 1. Application to Construct (BSD)
- 2. Processing Worksheet
- 3. One (1) complete set of plans (blue prints)
- 4. One (1) set of Energy Calculations.
- 5. One (1) set of Structural Calculations,
- 6. One (1) set of Truss Calculations, unless the engineer of record proposes deferral of truss submittal.
- 7. One (1) copy of Soils Report
- 8. One copy of Summary of Design Variation table
- 9. Approved Acoustic analysis if required by tract's conditions of approval.
- 10. A plan check fee will be required for submittal.

### **FOR OFFICE USE ONLY**

I \_\_\_\_\_ hereby confirm that the items checked  
(First Name/Last Name)

above are included in this submittal.

Date Received

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