



City of Calexico

Community Development Department - Building Division

SITE PLAN SUBMITTAL REQUIREMENTS

608 Heber Avenue, Calexico, CA 92231

• Phone: (760) 768-2118 • Fax: (760) 357-7862 • Email: building@calexico.ca.gov

www.calexico.ca.gov

The items listed below must be attached to be considered a "Complete Package". Any item not attached will be deemed **INCOMPLETE** and be returned to applicant. Please submit an electronic version to building@calexico.ca.gov in addition to a hard copy. *All plans must be to scale.*

New Residential, Commercial, and Industrial (All plans must be to scale)

- Complete Building Permit Application
- Building Department Plan Check Fee (request amount from Building Staff);
- Fire Department Plan Check Fee (request amount from Building Staff);
- Planning Department Site Plan Approval;
- 3 Copies of Construction Plans;
- 2 Copies of Complete Set of Plans: Include - Construction Plans, Truss Calculations, Title 24, Post Tension Foundation Plans;
- Restaurant -Imperial County Environmental Health Approved-Plans;

All plans must be to scale.

Residential Additions and Alterations (Such as: Patios, Room Additions, Fences, Garage Enclosures, Remodel existing, Swimming Pools, guest homes, etc ...)

Complete Building Permit Application

2 Copies of Plans; include the following, if applicable:

- Planning Department Approved Site Plan; (2 copies-to scale)
- Foundation Plans-to scale (2 copies)
- Frame Plans -to scale (2 copies)
- All Elevations-to scale (2 copies)
- Electrical Layout-to scale (2 copies)
- Plumbing Layout- to scale (2 copies)
- Mechanical Layout- to scale (2 copies)

Tenant Improvements, additions, alterations, fence/block walls, signs, repairs, Complete Building Permit Application

4 Copies of Plans (include the following, if applicable):

- Planning Department Approved Site Plan; (4 copies - to scale);
- Foundation Plans-to scale (4 copies);
- Frame Plans - to scale (4 copies);
- All Elevations-to scale (4 copies);
- Electrical Layout-to scale (4 copies);
- Plumbing Layout-to scale (4 copies);
- Mechanical Layout -to scale (4 copies);
- Restaurant -Imperial County Environmental Health Approved Plans;
- Signs (Downtown area) must be approved by the Downtown Design Review Committee (2 Cop-

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Submittal Required	NEW RESIDENTIAL CONSTRUCTION	Number of Copies	Submitted
	Complete Building Permit Application	1	
	Building Department Plan Check Fee (Subdivision & Apartments 4 + Units)	1	
	Site Plan	2	
	Construction Plan (Wet Stamp plans by Architect/Engineer if Subdivision & Apartments 4 + units)	2	
	Truss Calculations	2	
	Title 24	2	
	Post Tension Foundation Plans	2	
	Fire Sprinklers	2	
	Debris Disposal/ Recycle Plan	2	
	Landscaping (Subdivision or Apartment 4 + units)	2	
	Trash Enclosure (Apartments Only)	2	

RESIDENTIAL - ADDITIONS & ALTERATIONS

	Complete Building Permit Application	1	
	Site Plans	2	
	Foundation Plans	2	
	Frame Plan	2	
	Elevations	2	
	Electrical Layout	2	
	Plumbing Layout	2	
	Mechanical Layout	2	
	Debris Disposal/Recycle Plan	2	

COMMERCIAL & INDUSTRIAL - All plans must be wet stamped by a Licensed Architect or Licensed Engineer

	Complete Building Permit Application - Signed By CA Licensed Contractor	1	
	Site Plan	5	
	Information on Usage & Occupancy	2	
	Foundation Plan	2	
	Frame Plan	2	
	Elevations	2	
	Electrical Layout	2	
	Plumbing Layout	2	
	Mechanical Layout	2	
	For Restaurant Only - Imperial Co. Environmental Health Approval Plan	1	
	Fire Sprinklers	2	
	Trash Enclosure (New & Existing)	2	
	Debris Disposal/Recycling Plan	2	
	Signs - Elevations & details of attachment to building (For Downtown Only - Approved by Design Review Committee)	2	