



CITY OF PASADENA
BUILDING AND SAFETY DIVISION

175 North Garfield Avenue, Pasadena, CA 91101-1704
(626) 744-4200 Fax: (626) 744-3979
www.cityofpasadena.net

CHECKLIST FOR PLAN REVIEW SUBMITTAL

When submitting plans for Plan Review, submit the following:

Three (3) sets of scaled drawings and a labeled CD or flash drive (PDF format)

Sets should consist of the following information (when applicable):

- Site / Plot Plan
- Floor Plan (existing and proposed)
- Roof Plan
- Exterior Elevations
- Section(s) cut through addition and existing structure
- Foundation Plan and Details
- Roof, Floor Framing Plan & Details
- Energy Compliance Sheets
- Mechanical, Electrical & Plumbing Plans
- Grading Plans

* **Minimum size plans is 24" (h) x 36" (w)**

Sets should include two (2) sets of the following documentation (when applicable):

- Engineer's Structural Calculations
- Energy Compliance Forms / Calculations
- Soils Report (less than 2 years old)

NOTE: WE DO NOT ACCEPT INCOMPLETE SUBMITTALS



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- If the project requires Low Impact Development (LID) Plan, then submit the following:
- Three (3) sets of the LID Plan
 - Three (3) sets of the Grading Plans
 - Three (3) sets of the Master Covenant & Agreement (MCA)
 - One (1) set of original (wet ink documents) form & certifications
 - One (1) electronic copy (CD, flash drive, etc.) of all documents listed above

Note: Visit the following link to determine if LID is required:
<http://cityofpasadena.net/Planning/LID/>

- If the project consists of land disturbance of an acre or more, then Stormwater Pollution Prevention Plan (SWPPP) is required. Submit the following:
- One (1) set of plans and documents
 - One (1) electronic copy (CD, flash drive, etc.) of plans and documents

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