



# E-SUBMITTAL CHECKLIST AND QUESTIONNAIRE

Please save and upload **PDFs** of all required DOCUMENTS and PLANS from the checklist below. All pre-application attachments uploaded to the Online Plan Submission Portal must comply with the E-Plan Submittal Requirements.

- STEP 1:** Select project group: **BUILDING AND GRADING**
- STEP 2:** Select project type: **EVCS FOR MULTI-FAMILY DWELLING AND COMMERCIAL**
- STEP 3:** Complete the required documents and questionnaire (if applicable) below.
- STEP 4:** Log in to the [Online Plan Submission Portal](#) and enter your project information to begin the pre-application process.
- STEP 5:** Upload your completed PDF documents.

## ADDITIONAL INFORMATION

1. All submissions must comply with the City of Irvine [E-Plan Submittal Requirements](#).
2. Once your pre-application has been processed, you will receive a request for payment of your plan review fees. Please note, your submittal will not be distributed to applicable City departments, nor will your plan review period begin, until payment has been received.
3. If you are only looking to receive Advanced Plan Check Fees and do not have plan sheets to upload for review yet, upload this completed E-Submittal Checklist and Questionnaire in PDF as a plan document to the Online Plan Submission Portal. Staff will send you the plan check fees, assuming the plans will be submitted at a later date.

## DOCUMENTS

- [Electronic/Digital Signature Disclosure](#)
- [Building Permit Application](#)
- [Commercial Take-Off Sheet](#)

## PLANS

Provide the following:

1. City of Irvine [Tenant Improvement Plan Check Title Sheet](#)
2. Site Plan (See [Site Plan Requirements for Accessible EV Charging Stations](#))
3. Electrical Plans (See [Electrical Plan Requirements for EV Charging Stations](#))



COMMUNITY DEVELOPMENT  
Building and Safety

# BUILDING PERMIT APPLICATION

<b>FOR OFFICE USE ONLY</b>	
PLAN CHECK #:	_____
SUBMITTAL DATE:	_____
TARGET DATE:	_____
EXP DATE:	_____

PROJECT ADDRESS		SUITE	GRID NUMBER
TRACT		LOT	UNITS
RESIDENTIAL TRACTS: PRODUCT NAME		PHASE	VILLAGE
PERMIT TYPES APPLIED FOR			
<input type="checkbox"/> RESIDENTIAL BUILDING <input type="checkbox"/> COMMERCIAL BUILDING <input type="checkbox"/> STRUCTURAL <input type="checkbox"/> NON-STRUCTURAL <input type="checkbox"/> PLUMBING <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> MECHANICAL			

APPLICANT INFORMATION			PROJECT INFORMATION			
APPLICANT/COMPANY NAME			DESCRIPTION OF WORK			
ADDRESS	CITY	ZIP				
CONTACT	PHONE					
EMAIL			RELATED GRADING CASE/OTHER RELATED CASES			
OWNER OF THE PROPERTY			DOES THE SCOPE INCLUDE AN ACCESSORY DWELLING UNIT? <input type="checkbox"/> YES <input type="checkbox"/> NO			
ADDRESS			DOES THE PROPOSED USE INCLUDE MEDICAL OR CHIROPRACTIC OFFICES; OR RETAIL OR WAREHOUSE? <input type="checkbox"/> YES <input type="checkbox"/> NO			
ADDRESS	CITY	ZIP	OCCUPANCY GROUP(S)	CONSTRUCTION TYPE		
CONTACT			OCCUPANCY CURRENT	PROPOSED		
PHONE	EXT	FAX	CURRENT USE	PROPOSED USE		
TENANT NAME			VALUATION	NO. OF STORIES	SPRINKLERS	A/C
					<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

**FOR OFFICE USE ONLY: PLAN CHECK FEE SUMMARY**

BUILDING: \_\_\_\_\_ ELECTRICAL: \_\_\_\_\_  
 ENERGY: \_\_\_\_\_ MECHANICAL: \_\_\_\_\_  
 ZONING: \_\_\_\_\_ PLUMBING: \_\_\_\_\_  
 WMPB: \_\_\_\_\_ AUTOMATION: \_\_\_\_\_

**TOTAL PLAN CHECK FEES: \$** \_\_\_\_\_

**RECEIPT #:** \_\_\_\_\_ **CUSTOMER #:** \_\_\_\_\_  
 IFAS#: \_\_\_\_\_ EST INITIALS: \_\_\_\_\_  
 TMPL#: \_\_\_\_\_ SUB INITIALS: \_\_\_\_\_  
 TMPL#: \_\_\_\_\_ TMPL#: \_\_\_\_\_  
 TMPL#: \_\_\_\_\_ WMPB#: \_\_\_\_\_

**BY SIGNING BELOW, I CERTIFY THE ABOVE INFORMATION TO BE TRUE AND CORRECT.**

**EXISTING BUILDINGS**

**CHECK ALL THAT APPLY TO YOUR SCOPE OF WORK**

INT. ALT. \_\_\_\_\_ sq.ft.     DEMOLITION \_\_\_\_\_ sq.ft.  
 EXT. ALT. \_\_\_\_\_ sq.ft.     REPAIR \_\_\_\_\_ sq.ft.  
 ADDITION \_\_\_\_\_ sq.ft.     PARKING LOT \_\_\_\_\_ sq.ft.  
 NO. OF SPACES \_\_\_\_\_

**NEW BUILDINGS ONLY**

**COMMERCIAL: Complete data sheet for multiple buildings.**

TOTAL NUMBER OF BUILDINGS: \_\_\_\_\_  
 TOTAL SQ. FT. OF ALL BUILDINGS: \_\_\_\_\_

**RESIDENTIAL: Complete data sheet for multiple floor plans.**

CHECK ONE:  MODELS     PRODUCTION  
 CHECK ONE:  SFD     DET CONDO  
 CHECK ONE:  ATT CONDO     APT

TOTAL NUMBER OF DWELLING UNITS: \_\_\_\_\_  
 TOTAL SQ. FT. OF DWELLING UNITS: \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_ PRINT APPLICANT NAME \_\_\_\_\_ DATE \_\_\_\_\_



# COMMERCIAL TAKE-OFF SHEET

<b>FOR OFFICE USE ONLY</b>	
SUBMITTAL DATE:	_____
DATE: CHECK#:	_____
TEMPLATE#:	_____

PROJECT ADDRESS	SUITE NUMBER

## ELECTRICAL ITEMS

CODE	TYPE OF FIXTURE OR ITEM	QUANTITY
E4	Lighting Fixtures	
E4	New Branch Circuit	
E4.2	Pole Mounted Fixture With Footing	
E5.7	<b>Motor, Transformer, Heating/Cooling Appliances and Miscellaneous Equipment (KW, HP or KVA):</b>	0-1
E5.7		2-10
E5.7		11-50
E5.7		51-100
E5.7		101-500
E5.7		Over 500
E6.5	<b>Service/Meter:</b>	0-400 Amps
E6.5		401-1200 Amps
E6.5		Over 1200 Amps
E6.5		Substation Over 600 Volts

CODE	TYPE OF FIXTURE OR ITEM	QUANTITY
E7	Outlets and Switches	
E7.1	Multi-Outlet Assembly	
E8	New Illuminated Signs	
E9.3	Temporary Power Poles	
E9.4	Distribution Poles	
E8.2	Time Clock	
E15	Busway/Cable Tray (Amp/Feet)	
E20	<b>Switchboard/Panelboard:</b> 0-400 Amps	
E20		401-1200 Amps
E20		Over 1200 Amps
E19		Switchboard Over 600 Volts
E33	Solar System (KW)	



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TEMPLATE#:	_____

PROJECT ADDRESS	SUITE NUMBER

## PLUMBING ITEMS

CODE	TYPE OF FIXTURE OR ITEM	QUANTITY	CODE	TYPE OF FIXTURE OR ITEM	QUANTITY
P2	<b>Plumbing Fixtures:</b> Water Closet		P15	<b>Storm Drainage:</b> Rainwater Drain	
P2	Urinal		P15	Subsurface Drainage System	
P2	Shower, Per Head		P15	Sump Pump	
P2	Bathtub or Combo Bathtub/Shower		P16	Interceptor/Clarifier/Separator	
P2	Kitchen Sink		P17	Repair/Alter to Water Piping	
P2	Lavatory or Other Sink		P18	Repair/Alter to Sewer or Waste/Vent Piping	
P2	Drinking Fountain		P20	Lawn Sprinkler System Connection	
P2	Hose Bibb		P21	<b>Water System:</b> Booster Pump	
P2	Floor Drain		P21	Backflow Device	
P2	Floor Sink		P21	Pressure Regulating Valve	
P2	Trap Primer		P21	Other Water Using Device	
P2	Other: (Specify)		P21	<b>Sewer and Waste:</b> Building Drain	
P3	Dishwasher		P21	Sewage Ejector	
P3	Clothes Washer		P21	Backwater Valve	
P4	Garbage Disposal		P21	Manhole	
P5	Building Sewer Connection		P6	Cesspool/Holding Tank	
P12	Water Heater and/or Vent		P7	Private Sewage Disposal System	
P12	Thermal Expansion Tank		P26	Yard Potable Water Dist. (Linear Feet)	
P33	Solar Water Heating		P26	Yard Recycled Water Dist. (Linear Feet)	
P13	<b>Fuel Gas:</b> Gas Outlets		P27	Yard Gas Dist. (Linear Feet)	
P31	Gas Pressure Regulator		P28	Yard Sewer (Linear Feet)	



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SUBMITTAL DATE:	_____
DATE: CHECK#:	_____
TEMPLATE#:	_____

PROJECT ADDRESS	SUITE NUMBER

## MECHANICAL ITEMS

CODE	TYPE OF FIXTURE OR ITEM	QUANTITY	CODE	TYPE OF FIXTURE OR ITEM	QUANTITY
M2a	<b>Furnaces:</b> Up to 100,000 BTU/h		M8	Each Register/Outlet/Grill	
M2a	Over 100,000-500,000 BTU/h		M8	Repair/Alter Ducts	
M2a	Over 500,000-1,000,000 BTU/h		M10	Install/Relocate Cooling Coil	
M2a	Over 1,000,000-2,000,000 BTU/h		M11	Install/Relocate Reheat Coil	
M2a	Over 2,000,000 BTU/h		M12	Install/Relocate Electric Strip Heater	
M3	Evaporative Cooler		M14	Incidental Gas Piping	
M4	<b>Environmental Vent System:</b> Bathroom		M15	Install/Relocate Suspended Wall/Unit Heater	
M4	Clothes Dryer		M16	<b>Heating Appliance:</b> Fireplace	
M4	Kitchen, Residential		M16	Appliance Vent or Chimney, Listed	
M4	Other: (Specify)		M16	Metal Chimney, Unlisted	
M5	<b>Product Conveying Vent System:</b> Garage		M17	AC/Refrigerator Compressor hp	
M5	Refrigeration Machinery Room		M18a	<b>Air Handling Unit:</b> Up to 2,000 CFM	
M5	Class H Occupancy		M18a	Over 2,000-10,000 CFM	
M5	Fume Hood		M18a	Over 10,000 CFM	
M5	Smoke Control System		M20	<b>Fire Protection Devices:</b> Fire Damper	
M5	Stair Pressurization System		M20	Smoke Damper	
M5	Other: (Specify)		M20	Combo Smoke/Fire Damper	
M6	<b>Commercial Kitchen:</b> Type 1 Hood		M20	Ceiling Radiation Damper	
M6	Type 1 Grease Exhaust Duct		M20	Corridor Damper	
M6	Type 1 Grease Exhaust Fan		M20	Smoke Detector, Duct-Type	
M6	Type 2 Hood		M20	Smoke Detector, Area-Type	
M6	Type 2 Exhaust Duct				
M6	Type 2 Exhaust Fan				



## COMMUNITY DEVELOPMENT / PUBLIC WORKS

# ELECTRONIC/DIGITAL SIGNATURE DISCLOSURE

I understand and agree that (i) electronically signing and submitting any document(s) to the City of Irvine legally binds me in the same manner as if I had signed in a non-electronic or non-digital form, and (ii) the electronically stored copy of my signature, any written instruction or authorization and any other document provided to me by the City of Irvine, is considered to be the true, accurate, and legally enforceable record in any proceeding to the same extent as if such documents were originally generated and maintained in printed form. I agree not to contest the admissibility or enforceability of the City of Irvine's electronically stored copy of any other documents.

By using the system to electronically sign and submit any document, I agree to the terms and conditions of this Electronic/ Digital Signature Disclosure.

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SIGNATURE

DATE