



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: **PUBLIC WORKS ENGINEERING**
- STEP 2:** Select project type: **PUBLIC WORKS IMPROVEMENT PLANS**
- 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. All submitted plans must have an Assessor's parcel number.
3. 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 full payment has been received (see [Fee Schedule](#)).
4. 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.
5. All submitted documents must be in a complete and final form. No partial or incomplete submittals will be accepted without prior approval by the City Engineer.

DOCUMENTS

- [Electronic/Digital Signature Disclosure](#)
- [Engineering Permit Application](#)
- [Waiver Letter for Concurrent Processing](#) (If applicable)
- [Public Works Standard Title/Plan Sheets](#) (Plans must be formatted utilizing City standards)
- Copy of Approved Tentative/Parcel Map (If applicable)
- Copy of signed Resolution of Approval with Conditions of Approval (If applicable)
- [Engineering Cost Estimate](#) (Except for Traffic Signal submittals)
- Hydrology and Hydraulic Calculations (If applicable)
- Geotechnical Report (If applicable)
- Structural Calculation (If applicable; Required for Bridge submittals)
- Traffic Signal Foundation Pothole Data Per City Design Manual Section 104 (If applicable)



PUBLIC WORKS
Development Engineering

ENGINEERING PERMIT APPLICATION

FOR OFFICE USE ONLY	
PLAN CHECK #:	_____
SUBMITTAL DATE:	_____
TARGET DATE:	_____

PROJECT ADDRESS OR CROSS STREETS		GRID NUMBER
LEGAL DESCRIPTION	TRACT/PARCEL	LOT
ASSESSOR'S PARCEL NUMBER	BOOK	PAGE

PERMIT TYPES APPLIED FOR

<input type="checkbox"/> STREET IMPROVEMENT	<input type="checkbox"/> NEW TRAFFIC SIGNAL	<input type="checkbox"/> LANDSCAPE	<input type="checkbox"/> BRIDGE < 3000 SF	<input type="checkbox"/> PARCEL MAP
<input type="checkbox"/> TRACT IMPROVEMENT	<input type="checkbox"/> TRAFFIC SIGNAL	<input type="checkbox"/> ABANDONMENT	<input type="checkbox"/> BRIDGE > 3000 SF	<input type="checkbox"/> TRACT MAP
<input type="checkbox"/> PARCEL IMPROVEMENT	<input type="checkbox"/> TRAFFIC SIGNAL MOD	<input type="checkbox"/> EASEMENT DEED	<input type="checkbox"/> LOT LINE ADJUSTMENT	<input type="checkbox"/> RIGHT-OF-WAY
<input type="checkbox"/> MISC. IMPROVEMENT	<input type="checkbox"/> UTILITIES	<input type="checkbox"/> STORM DRAIN	<input type="checkbox"/> LOT MERGER	<input type="checkbox"/> WQMP >5,000 SF

A COPY OF THE RESOLUTION AND APPROVED TENTATIVE MAP OR LETTER APPROVING THE CASE MUST ACCOMPANY YOUR SUBMITTAL, WHEN APPLICABLE.

APPLICANT INFORMATION			PROJECT INFORMATION	
APPLICANT/COMPANY NAME			DESCRIPTION OF WORK	
ADDRESS	CITY	ZIP		
CONTACT	PHONE			
E-MAIL				
PROPERTY OWNER				
ADDRESS	CITY	ZIP		
CONTACT	PHONE			
SOILS ENGINEER			ACREAGE	LINEAR FEET
ADDRESS	CITY	ZIP	NUMBER OF TRAFFIC SIGNALS	
CONTACT	PHONE		NUMBER OF PLAN PAGES	
LICENSE NUMBER			NUMBER OF PARCELS	
ENGINEERING GEOLOGIST			BY SIGNING BELOW, I CERTIFY THE ABOVE INFORMATION TO BE TRUE AND CORRECT. _____ APPLICANT SIGNATURE _____ PRINT APPLICANT NAME	
ADDRESS	CITY	ZIP		
CONTACT	PHONE			
			_____	DATE
LICENSE NUMBER				

FOR OFFICE USE ONLY		
ENGINEERING PLAN CHECK FEES: \$ _____	TEMPLATE #: _____	RECEIPT #: _____



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.

SIGNATURE

DATE