



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: **ROUGH OR PRECISE GRADING**
- 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

- All submissions must comply with the City of Irvine [E-Plan Submittal Requirements](#).
- Any applicable documents (i.e. Hydrology Report, Water Quality Management Plan (WQMP), Soils Report, Engineering Cost Estimate, etc.) that are not provided at first submittal may delay your plan check approval and incur additional plan check fees.
- 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.
- 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

- | | |
|--|--|
| <input type="checkbox"/> Electronic/Digital Signature Disclosure | <input type="checkbox"/> Model Water Efficient Landscape Ordinance |
| <input type="checkbox"/> Grading Permit Application | Plans must be formatted utilizing the standard Grading Plan Title Sheets: |
| <input type="checkbox"/> Developer Deposit Case Set Up (If applicable) | <input type="checkbox"/> Blank Sheet |
| <input type="checkbox"/> Commercial Take-Off Sheet (If applicable) | <input type="checkbox"/> Title Sheet |
| <input type="checkbox"/> Engineering Cost Estimate | <input type="checkbox"/> Erosion Control Plan Sheet |

QUESTIONNAIRE

- Is a Hydrology Report required (proposed storm drains, catch basins)? YES NO
- Is a WQMP required? YES; Include in your submission NO DO NOT KNOW; May delay approval
- Is a preliminary Geotechnical Report required (ungraded land, proposed redevelopment, etc.)?
 YES; Include in your submission, delays may occur if not submitted NO
- Is any work proposed within the public right-of-way? YES NO
- Is any yard plumbing work (water, sewer or gas) proposed?
 YES; Include a Commercial Take-Off Sheet with your submission YES; For reference only NO



COMMUNITY DEVELOPMENT
Building and Safety

GRADING PERMIT APPLICATION

FOR OFFICE USE ONLY	
PLAN CHECK #:	_____
HYDROLOGY:	<input type="checkbox"/> YES <input type="checkbox"/> NO
SUBMITTAL DATE:	_____
TARGET DATE:	_____

PROJECT ADDRESS	GRID NUMBER

CROSS STREETS

TRACT NO.	LOT NUMBER	ASSESSOR'S PARCEL NO.

PERMIT TYPES APPLIED FOR	COMPLETE AN ITEMIZED ENGINEERING COST ESTIMATE
<input type="checkbox"/> PRELIMINARY GRADING PERMIT <input type="checkbox"/> PRECISE GRADING PERMIT	

APPLICANT INFORMATION

APPLICANT/COMPANY NAME	CONTACT

ADDRESS	CITY	ZIP

PHONE	EMAIL

PROPERTY OWNER	CONTACT

ADDRESS	CITY	ZIP

PHONE

CIVIL ENGINEER/ARCHITECT	COMPANY NAME	GEOTECHNICAL FIRM

ADDRESS	CITY	ZIP	ADDRESS	CITY	ZIP

PHONE	LICENSE#	PHONE

PROJECT INFORMATION

TYPE	ACREAGE	GEOTECHNICAL ENGINEER	LICENSE#
<input type="checkbox"/> COMMERCIAL <input type="checkbox"/> RESIDENTIAL			

HYDROLOGY INCLUDED	ENGINEERING GEOLOGIST	LICENSE#
<input type="checkbox"/> YES <input type="checkbox"/> NO		

DESCRIPTION OF WORK	FOR OFFICE USE ONLY: PLAN CHECK FEE SUMMARY	
	GRADING PLAN CHECK: \$	_____
	ZONING DEPOSIT: \$	_____
	AUTOMATION FEE: \$	RECEIPT#: _____
	ENGINEERING PLAN CHECK: \$	CUSTOMER#: _____

ENCROACHMENT ITEMS	RELATED OR PREVIOUS PLAN CHECK CASE NUMBER(S)	PRE-INSPECTION FEE: \$	IFAS#: _____
<input type="checkbox"/> YES <input type="checkbox"/> NO		TOTAL FEES PAID: \$	TMPG#: _____

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

SIGNATURE OF APPLICANT	PRINT APPLICANT NAME	DATE



DEVELOPER DEPOSIT CASE SET UP

APPLICANT INFORMATION			BILLING INFORMATION			DEPOSIT REFUND INFORMATION		
			<input type="checkbox"/> SAME AS APPLICANT?			<input type="checkbox"/> SAME AS APPLICANT? <input type="checkbox"/> SAME AS BILLING?		
COMPANY NAME			COMPANY NAME			COMPANY NAME		
ADDRESS			ADDRESS			ADDRESS		
CITY	STATE	ZIP	CITY	STATE	ZIP	CITY	STATE	ZIP
COMPANY PHONE			COMPANY PHONE			COMPANY PHONE		
CONTACT PERSON			CONTACT PERSON			CONTACT PERSON		
CONTACT PHONE			CONTACT PHONE			CONTACT PHONE		
EMAIL			EMAIL			EMAIL		

As an authorized representative of the applicant, I hereby consent, by my signature below, that I understand the following:

The service of processing an application for development of property in the City of Irvine is of primary benefit to the applicant. The cost of processing an application is charged according to the hours spent by staff in reviewing and analyzing the project, including checking plans, writing staff reports, preparing environmental analyses, notifying and responding to the public and attending public hearings. The applicant receiving benefit from the service shall pay the cost of these services. Total cost varies according to the size of the project and the complexity of the issues involved. At the City's sole discretion, a consultant may process the application. Pursuant to City Council Resolution 13-50, for development applications, the applicant will pay all costs for consultant services inclusive of any applicable "in-house" administrative costs. In no instance will the administrative fee plus the consultant contract rates exceed the hourly rates charged by City staff. Project specific expenditures such as City Attorney services, postage for mailing public notices, advertising, etc., have been excluded from the hourly rates. These project specific expenditures will be billed "at cost" on a project by project basis to the applicant.

The deposit creates an account to which processing time is charged. Case processing charges will automatically be drawn against the deposit funds until the minimum balance is remaining. All charges for services beyond the maximum balance requirement will be invoiced to the applicant on a monthly basis. Accompanying the invoice will be a statement, which will include a description of services rendered during the billing period. **If payment is not received within seven (7) working days after the invoice due date, all development activities will be suspended until payment is received. Applicant understands and agrees that City's invoices are due and payable within 30 days of invoice date. If full payment is not received within 60 days from the invoice date, a 10 % late charge will be imposed and an additional penalty of 0.8% per month on the unpaid principal balance will be imposed beginning 90 days after the invoice date.**

Sixty (60) days after the conclusion of the discretionary case process, and after full payment of all invoices is received, any remaining deposit amounts will be refunded to the applicant.

SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY

<input type="checkbox"/> NEW CASE DEPOSIT \$ _____	RECEIPT # _____
MINIMUM DEPOSIT REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	INFORUM GOLD # _____ CASE TYPE _____
DEPOSIT WAIVED/REDUCED - EXPLAIN _____	DD TRANSLATION # _____
<input type="checkbox"/> ADDITIONAL DEPOSIT (Existing case)	RELATED CASES _____
<input type="checkbox"/> CASH BOND \$ _____	PROJECT NAME AND LOCATION _____
<input type="checkbox"/> REOPEN OLD CASE	_____
STAFF CONTACT _____	DATE _____



COMMERCIAL TAKE-OFF SHEET

FOR OFFICE USE ONLY	
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	Motor, Transformer, Heating/Cooling Appliances and Miscellaneous Equipment (KW, HP or KVA):	0-1
E5.7		2-10
E5.7		11-50
E5.7		51-100
E5.7		101-500
E5.7		Over 500
E6.5	Service/Meter:	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	Switchboard/Panelboard: 0-400 Amps	
E20		401-1200 Amps
E20		Over 1200 Amps
E19		Switchboard Over 600 Volts
E33	Solar System (KW)	



COMMERCIAL TAKE-OFF SHEET

FOR OFFICE USE ONLY	
SUBMITTAL DATE:	_____
DATE: CHECK#:	_____
TEMPLATE#:	_____

PROJECT ADDRESS	SUITE NUMBER

PLUMBING ITEMS

CODE	TYPE OF FIXTURE OR ITEM	QUANTITY	CODE	TYPE OF FIXTURE OR ITEM	QUANTITY
P2	Plumbing Fixtures: Water Closet		P15	Storm Drainage: 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	Water System: 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	Sewer and Waste: 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	Fuel Gas: Gas Outlets		P27	Yard Gas Dist. (Linear Feet)	
P31	Gas Pressure Regulator		P28	Yard Sewer (Linear Feet)	



COMMERCIAL TAKE-OFF SHEET

FOR OFFICE USE ONLY	
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	Furnaces: 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	Environmental Vent System: Bathroom		M15	Install/Relocate Suspended Wall/Unit Heater	
M4	Clothes Dryer		M16	Heating Appliance: Fireplace	
M4	Kitchen, Residential		M16	Appliance Vent or Chimney, Listed	
M4	Other: (Specify)		M16	Metal Chimney, Unlisted	
M5	Product Conveying Vent System: Garage		M17	AC/Refrigerator Compressor hp	
M5	Refrigeration Machinery Room		M18a	Air Handling Unit: 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	Fire Protection Devices: Fire Damper	
M5	Stair Pressurization System		M20	Smoke Damper	
M5	Other: (Specify)		M20	Combo Smoke/Fire Damper	
M6	Commercial Kitchen: 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				



MODEL WATER EFFICIENT LANDSCAPE ORDINANCE REQUIREMENTS (1.1)

[Effective December 1, 2015]

The California Water Commission approved the revised Model Water Efficient Landscape Ordinance ([MWELO](#)) on July 15, 2015 to be consistent with Executive Order No. B-29-15.

INSTRUCTIONS: Designer to complete **PART A**, then **PART B** and provide a landscape plan (if applicable), and incorporate in its entirety into the grading, landscape, and/or building plan.

PART A: PROJECT INFORMATION

PROJECT TYPE	TOTAL LANDSCAPE AREA
<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> LANDSCAPE RETROFIT	Sq. Ft.

PROJECT CATEGORY (Check one)

- A. This is a new development or rehabilitated landscape project with an aggregate landscape area equal to or greater than 500 and less than 2,500 square feet per individual property. (§490.1(a)(1)&(c))
- B. This project includes a new or rehabilitated landscape with an aggregate landscape area equal to or greater than 2,500 square feet. (§490.1(a)(1)&(a)(2))
- C. This project includes new or rehabilitated landscape with an aggregate landscape area of less than 2,500 square feet per individual property and will be irrigated entirely with treated or untreated graywater or rainwater captured on site. (§490.1(d))
- D. This project is exempt from the MWELO because:
 - It is a registered local, state or federal historic site;
 - It is an ecological restoration project that does not require a permanent irrigation system;
 - It consists of existing plant collections, as part of botanical gardens and arboretums open to the public; or
 - It does not include any landscaping, or has less than 500 square feet of landscape areas.

COMPLIANCE APPROACH (Check one option that will be used)

- Prescriptive Compliance option will be used (Complete Part B)
 - May be used only for projects that meet the requirements of Category A
- Abbreviated Prescriptive Compliance option will be used (Complete Part B, Sections 1, 5 & 6)
 - May be used only for projects that meet the requirements of Category C
- Compliance with Landscape Documentation Package option will be used
 - May be used for any project
 - Shall be used for all projects not meeting the criteria of Project Categories A and C
 - **This option requires a landscape plan, plan review and permit per City of Irvine [Landscape Manual](#)**

MWELO REQUIREMENTS (1.1)

INSTRUCTIONS: Complete **PART B** only if Categories A and/or C in **Part A** apply to the project.

PART B: PRESCRIPTIVE COMPLIANCE OPTION (APPENDIX D, MWELO)

SECTION 1 - PROJECT INFORMATION

PROJECT APPLICANT			TOTAL LANDSCAPE AREA
			Sq. Ft.
PROJECT ADDRESS			PHONE
CITY	STATE	ZIP	EMAIL
PROJECT TYPE			
<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> LANDSCAPE RETROFIT			
WATER SUPPLY TYPE			
<input type="checkbox"/> POTABLE <input type="checkbox"/> RECYCLED <input type="checkbox"/> WELL <input type="checkbox"/> GRAYWATER/ RAINWATER			
PROPERTY OWNER			
ADDRESS			PHONE
CITY	STATE	ZIP	EMAIL
DESIGNER CERTIFICATION STATEMENT			
<p>I agree to comply with the requirements of the prescriptive compliance option to the MWELO.</p>			
SIGNATURE _____		DATE _____	
NAME _____			
TITLE _____			

MWELO REQUIREMENTS (1.1)

SECTION 2 - SITE PREPARATION

Compost is incorporated at a rate of at least four cubic yards per 1,000 square feet to a depth of six inches into landscape area, or as specified in an agronomic soils test recommendations.

SECTION 3 - PLANT SELECTION (Check applicable notes; complete [Plant Selection Table](#) and add to the landscape plan)

- For residential areas, install climate adapted plants that require occasional, little or no summer water (average WUCOLS plant factor 0.3) for 75% of the plant area excluding edibles and areas using recycled water.
- For non-residential areas, install climate adapted plants that require occasional, little or no summer water (average WUCOLS plant factor 0.3) for 100% of the plant area excluding edibles and areas using recycled water.
- Provide a minimum three inch (3") layer of mulch on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated.

SECTION 4 - TURF SPECIFICATIONS (Complete and check applicable notes)

- Residential Site - Turf area is _____ square feet, or _____ % of overall landscape area (not to exceed 25% of the overall landscape area).
- Non-residential Site - Turf area is not proposed (turf area is not allowed unless recycled water is used).
- Turf is not to be installed on sloped areas which exceed a slope of 1 foot vertical elevation change for every 4 feet of horizontal length.
- Turf is not proposed in parkways less than 10 feet wide.
- Turf is proposed in the parkway adjacent to a parking strip and used to enter and exit vehicles.
Turf in parkways is irrigated by subsurface irrigation or by other technology that creates no overspray or runoff.

SECTION 5 - IRRIGATION SPECIFICATIONS

- Automatic irrigation controllers are required and must use evapotranspiration or soil moisture sensor data.
- Irrigation controllers shall be of a type which does not lose programming date in the event the primary power source is interrupted.
- Pressure regulators shall be installed on the irrigation system to ensure the dynamic pressure of the system is within the manufacturers recommended pressure range.
- Manual shut-off valves (such as a gate valve, ball valve or butterfly valve) shall be installed as close as possible to the point of connection of the water supply.
- All irrigation emission devices must meet the requirements set in the ANSI standard, ASABE/ICC 802-2014. "Landscape Irrigation Sprinkler and Emitter Standard," All sprinkler heads installed in the landscape must document a distribution uniformity low quarter of 0.65 or higher using the protocol defined in ASABE/ICC 802-2014.

SECTION 6 - CERTIFICATION

At the time of final inspection, the permit applicant must provide a [Certificate of Compliance](#) to the City inspector, and provide the owner of the property with a certificate of completion, certificate of installation, irrigation schedule and a schedule of landscape and irrigation maintenance.



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