



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: **COMMERCIAL AND MULTI-FAMILY SOLAR PHOTOVOLTAIC SYSTEMS**
- 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](#).
- 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

- [Electronic/Digital Signature Disclosure](#)
- [Building Permit Application](#) NOTE: Include kW (DC) size and number of photovoltaic solar roof panels in the Project Information, Description of Work field. For example: "Install 5.94 kW PV system."
- [Tenant Improvement Title Sheet](#) (Plans must be formatted utilizing the standard title sheet)

DRAWING FORMAT

Assemble plans according to the drawing format and follow the submittal requirements on the [Solar Photovoltaic Systems for Commercial and Multi-Family Buildings](#). Make sure all graphic information and text is legible.

QUESTIONNAIRE

- Does this submittal include main electrical panel upgrade(s)? YES NO
- Does this submittal include a battery backup system? YES NO
- What is the wattage of the PV system? _____ kW (DC)



COMMUNITY DEVELOPMENT
Building and Safety

BUILDING PERMIT APPLICATION

FOR OFFICE USE ONLY	
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 _____



COMMUNITY DEVELOPMENT
Building and Safety

FOR OFFICE USE ONLY PLAN CHECK#: _____
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BUILDING DATA SHEET

BUILDING FLOOR PLAN NUMBER	ADDRESS(ES)	TEMPLATE NUMBER	
LOT NUMBER(S)	UNIT NUMBER(S)	NO. OF BLDGS OF THIS FLOOR PLAN	NO. OF DWELLING UNITS PER BLDG
BUILDING USES		BUILDING AREAS (sq. ft.)	
NUMBER OF STORIES	SPRINKLERS <input type="checkbox"/> YES <input type="checkbox"/> NO	TOTAL BUILDING AREA (sq. ft.)	
OCCUPANCY GROUP(S)	CONSTRUCTION TYPE	NOTES/COMMENTS	
PV PANELS <input type="checkbox"/> YES <input type="checkbox"/> NO	PV SYSTEM WATTAGE kw (DC)	PV TEMPLATE NUMBER	

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BUILDING USES		BUILDING AREAS (sq. ft.)	
NUMBER OF STORIES	SPRINKLERS <input type="checkbox"/> YES <input type="checkbox"/> NO	TOTAL BUILDING AREA (sq. ft.)	
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OCCUPANCY GROUP(S)	CONSTRUCTION TYPE	NOTES/COMMENTS	
PV PANELS <input type="checkbox"/> YES <input type="checkbox"/> NO	PV SYSTEM WATTAGE kw (DC)	PV TEMPLATE NUMBER	



COMMERCIAL TAKE-OFF SHEET

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

PROJECT ADDRESS	SUITE NUMBER

ELECTRICAL ITEMS

CODE	TYPE OF FIXTURE OR ITEM	QUANTITY	CODE	TYPE OF FIXTURE OR ITEM	QUANTITY
E4	Lighting Fixtures and Switches		E7	Outlets, Receptacles and Irrigation Controllers	
E4.2	Pole Mounted Fixture With Footing		E7.1	Branch Circuits (including breaker and J-boxes)	
E5.7	Motor, Transformer, Heating/Cooling Appliances and Miscellaneous Equipment (KW, HP or KVA): 0-1		E8	New Illuminated Signs	
E5.7		2-10	E9.3	Temporary Power Poles	
E5.7		11-50	E9.4	Distribution Poles	
E5.7		51-100	E8.2	Time Clock	
E5.7		101-500	E15	Busway/Cable Tray (Amp/Feet)	
E5.7		Over 500	E20	Switchboard/Panelboard: 0-400 Amps	
E6.5	Service/Meter: 0-400 Amps		E20	401-1200 Amps	
E6.5		401-1200 Amps	E20	Over 1200 Amps	
E6.5		Over 1200 Amps	E19	Switchboard Over 600 Volts	
E6.5		Substation Over 600 Volts	E33	Solar System (KW)	

LOW VOLTAGE:

This submittal is solely for the installation, alteration, or repair of low voltage electrical circuits (operating at less than 50 volts) **AND DOES NOT** penetrate a fire-resistance rated assembly or serve equipment restricting free passage through egress doors (does not require plan review).



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