



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

| | |
|----------------------------|-------|
| 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 |
|---------------------|----------------------|------|



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) | |



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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) | |



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| | |

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 | | | | |



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