

**B Permit – Structural Plan  
Submittal Checklist**

<b>Private Engineer</b>	_____	<b>Contact Phone</b>	_____
<b>Project Title</b>	_____	<b>Contact Email</b>	_____
<b>B-Permit Reference #</b>	_____	<b>Date</b>	_____
<b>Tract, PM, ZA, or CPC No.:</b>	_____		

**Required with Plan Check Submittal**

1. One (1) set of plans, structural calculations, and copy of the Soils and Geology Report are required for structural review.
2. A Soils and Geology report must be approved by the Geotechnical Services Section of the Bureau of Engineering, prior to our structural review.
3. Plans/Calculations must be stamped and signed by a licensed Civil or Structural Engineer.
5. Conditions of approval contained in the Soil and Geology report must be indicated on the plans.
6. Provide material specifications for concrete/steel/wood/masonry/design data.
7. Provide the complete job title/sheet number/work order number on the plans.
8. Show all details on City Standard Sheets.
9. Show all pertinent structural notes on the plans.
10. Show all structural design criteria on the plans.
11. **Private Engineer acknowledges that this form was prepared/ reviewed by him/her for accuracy.**