

## B Permit – Storm Drain 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 Initial Plan Check Submittal**

1. Completed Storm Drain Checklist.
2. Hydraulic/Hydrology Calculations.
3. Copy of corresponding Grading, Sewer, and Storm drain Plans for reference only. Separate submittal will be required for plan check of each respective improvement plan.
4. Copy of Final Tract or Parcel Map, if applicable.
5. **Private Engineer acknowledges that this form was prepared/reviewed by him/her for accuracy.**

**Required, may be submitted at first submittal or during subsequent plan check.**

1. [Summary of Utility Notices](#)
2. Right-of-Entry form required for off-site grading on private property, if applicable.
3. Soils Report, if required by plan checker.

**Private Engineer must check “OK” or “N/A” for each item. City Staff to complete “OK” or “Incomplete”**

Item		Private Engineer		City Staff	
		OK	N/A	OK	Incomplete
<b>GENERAL (ON-LINE APPLICATION)</b>					
1.	Review Engineering file for work required, including Tract or PM report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>DRAFTING REQUIREMENTS</b>					
2.	Current <a href="#">B-permit CAD Templates</a> used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	All text shall be Arial vertical font with a <a href="#">minimum size</a> of 1/8”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	City North arrow, orientation, and graphic scales per <a href="#">CAD Standards</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Line Weights and Line Types (including substructures) per <a href="#">CAD Stds</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Drafting symbols for culture per <a href="#">S-623-0</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Show, but do not station, all culture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Symbols for Construction Notes per <a href="#">S-627-0</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	No crosshatching, shading, or screening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	All stationing shown to 2 decimal places except on even 50’ stations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	All construction notes shall be placed outside of public R/W lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Show all elevations to two decimal places.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Orientation of notes should either be horizontal or vertical. Vertical notes should read from the right side of the plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Private Engineer’s stamp and signature required on all sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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		OK	N/A	OK	Incomplete
<b>TITLE SHEET</b>					
15.	Refer to <a href="#">B-permit Templates</a> and Samples	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	'Project Title' should match official B-permit title	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Survey Control information. Vertical Control in Title block (Bench #, Datum, [year] adj. and elevation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Bench marks: 2 required. Bench Mark number, exact description from Bench Mark Book, Elevation & adjustment year in BENCH MARK boxes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Appropriate Departments or Bureaus shown in 'APPROVALS' box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title Sheet: CONSTRUCTION SYMBOLS					
20.	Show only 'Construction Notes' applicable to the plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title Sheet: KEY MAP					
21.	Orientation – North Arrow direction to top of sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Typical scale 1" = 400'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Map to include closest Intersecting Major & or Secondary Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title Sheet: INDEX or INDEX TO SHEETS					
24.	"Plans of", "From", "To", Sheet No. in INDEX TO SHEETS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title Sheet: NOTICE TO CONTRACTORS					
25.	Current B-Permit standard notes (General Notes 1 – 16 are applicable to all types of projects. Notes shall be listed in the order shown.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.	Traffic lane requirements (major, secondary & collector require DOT review)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.	Urban Forestry Division notes (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	Include reference to any permits specific to the project issued by State, County or other City's Agencies (as applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.	Cal/OSHA permit required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30.	Name & phone number for State contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.	Gas classification required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32.	Special details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33.	Soils report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>PLAN VIEWS</b>					
34.	Scale 1" = 20'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35.	Design Group block filled out – with signatures & dates for "Engineer" and "Approved by"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36.	"PLAN", shown in vicinity of plan view	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37.	North Arrow <a href="#">Orientation</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38.	Plan scale and graphic scale agree, and are shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39.	Plan aligned with Profile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40.	Plan orientation agrees with North Arrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## B Permit – Storm Drain Plan Submittal Checklist

Item		Private Engineer		City Staff	
		OK	N/A	OK	Incomplete
41.	Label property line and centerline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42.	Street, alleys and easements labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43.	Dimensions shown for streets, alleys, easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44.	Temporary easement(s) – if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45.	Curbs, gutters, cross-gutters, driveways (existing, proposed), and show dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46.	Matchline Station and Sheet references	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan Views: SUBSTRUCTURES					
47.	Correct line symbols <a href="#">CAD Standards</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48.	Owner, size, and offset relative to centerline, including abandoned lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49.	Storm drains, culverts, etc., with size, flow arrow, plan numbers and tie to centerline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50.	Sewers with size, flow arrow, plan numbers and tie to centerline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan Views: PROPOSED STORM DRAIN CONDUIT					
51.	Centerline of mainline with ties to R/W centerline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52.	Storm Drain Pipes(mainlines) shown with double lines representing the OD of pipe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53.	Manhole, junction and transition structures with type and station	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54.	Curve BC, EC and PRC stations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55.	Curve Data (Delta, Radius Tangent and Length)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56.	Angle points with station and elevation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57.	Reference to any Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58.	Join stationing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan Views: PROPOSED CATCH BASINS					
59.	Number, width, depth and location tie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60.	Connector pipe labels, size, D-Load, length, curve data and ties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROFILE					
61.	Standard profile grid per CAD template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
62.	Standard Profile Scale: Horizontal 1" = 20', Vertical 1" = 4'. If double vertical scale is used (1"=8', only allowed in steep hillside), show "Double Vertical Scale" in a bold box in the profile near the scale.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
63.	Align mainline stationing for Plan and Profile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
64.	Stations - 100' Intervals (1,2,3, etc.) located on bold grid line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
65.	Elevations - 5 or 10 foot intervals located on bold grid line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
66.	Improved surface grade over pipe centerline – solid line with straight edge. Indicate unimproved w/free hand line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Profile: PROPOSED STORM DRAIN CONDUIT					
67.	Existing storm drain size and material type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**B Permit – Storm Drain Plan  
Submittal Checklist**

Item		Private Engineer		City Staff	
		OK	N/A	OK	Incomplete
68.	Join invert elevation and station	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69.	Pipe size, type, length, D-Load and Bedding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
70.	Lateral identification label	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
71.	Invert slope, invert elevations and stations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
72.	Lateral pipe inlet size, elevation, station, Elevation "S" and inlet side	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
73.	Angle point station and elevation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
74.	Pipes shown with double lines representing the ID and OD of the pipe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75.	Connector pipe inlet size, elevation, station and inlet side	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76.	Show stations and elevations at grade changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Profile: PROPOSED CATCH BASINS AND CONNECTOR PIPES					
77.	Lateral identification letter label	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
78.	Join invert elevation and station	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
79.	Pipe size, type, length, D-Load and Bedding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80.	Invert slope, elevations and stations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
81.	Angle point station and elevation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
82.	Pipes shown with double lines representing the ID and OD of the pipe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
83.	Show stations and elevations at grade changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
84.	Angle point station and elevation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Profile: HORIZONTAL CURVES					
85.	Station and elevation at BC, EC, PRC, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Profile: VERTICAL CURVES					
86.	B.V.C. & E.V.C. stations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
87.	Length	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
88.	P.I. station and elevation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
89.	Stations and elevations in curve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>