



Complete sets of plans and calculations for the entire building shall be submitted to the Building Division for review prior to the commencement of the Foundation Only process. The following additional items are required when a foundation only permit is requested. (The request for foundation only permit will be considered on a case-by-case basis)

1. A statement of scope of work on the cover sheet of the plans, clearly specifying the limits of foundation only construction. (i.e., if structural slabs and walls for a subterranean garage are to be included, it shall clearly be stated on the drawings)
2. Complete foundation drawings including all relevant details related to the items as specified in the scope of work. **All applicable loads (vertical and lateral, including overturning) shall be specified on the drawings for each element of the foundation (i.e. at each spread footing, wall, holdown anchor, etc.).** The foundation plan check will be performed for the specified loads.
3. Accompanying calculations for the design of each element of the foundation.
4. A site plan and floor plans for the levels associated with the foundation only construction, with a note identifying them as “for reference only.” (other sheets of the drawings should be excluded from the set or shall clearly be denoted as omitted or for reference only)
5. A completed “Request for Foundation Only Permit” form (attached)
6. The following clearances and/or permits are required prior to the issuance of the foundation only permit:
(Plan Check Engineer to mark which boxes are applicable)
 - Planning Department clearance.
 - Engineering Department grading and development clearance including soils compaction report and pad certification indicating approval.
 - Site and underground utilities (plumbing and/or electrical) permit.
 - Completed special inspection form.
 - Fire Department acknowledgement/memo to release the foundation only permit.
 - Letter from the soil engineer indicating his review and approval of the foundation design.

Plan Check No.: _____

