



## CITY OF HUNTINGTON BEACH

COMMUNITY DEVELOPMENT DEPARTMENT

### Community Development

2000 Main Street  
Huntington Beach, CA 92648  
(714) 536-5241

#### PLAN CHECK SUBMITTAL FORM

To ensure the continued health and well-being of our customers and our employees during the Novel Coronavirus (Covid-19) crisis, we encourage you to contact the Community Development Department staff remotely. Please know that we are still open for business; however, you can conduct many of your regular business needs via the following means:

#### TELEPHONE:

Planning – (714) 536-5271

Building – (714) 536-5241

Housing – (714) 536-5470

Code Enforcement – (714) 375-5155

GENERAL EMAIL: [community.development@surfcity-hb.org](mailto:community.development@surfcity-hb.org)

#### WEBSITES:

HB Ready – [www.HBready.com](http://www.HBready.com)

Community Development –

[www.huntingtonbeachca.gov/government/departments/community-development](http://www.huntingtonbeachca.gov/government/departments/community-development)

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#### PLAN SUBMITTAL INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Permit #: \_\_\_\_\_

**Please select one of the following:**

- New Permit Submittal (Residential)
- New Permit Submittal (Commercial)
- Plan Revision or Resubmittal

**- For new plan submittals, please include the following documents;**

- Applicable permit applications
- 3 complete sets of plans (Architectural & Structural)
- 2 sets of Mechanical, Electrical, Plumbing plans (for Commercial or of 3 units or more)
- 2 sets of structural engineering calculations
- Title 24 documents (if applicable)

**- For re-submittals, please include the following;**

- 3 complete sets of plans (Architectural & Structural)
- 2 sets of Mechanical, Electrical, Plumbing plans (for Commercial or of 3 units or more)
- 2 sets of structural engineering calculations
- Title 24 documents (if applicable)
- Previous redline set
- Narrative addressing corrections

**- For revisions, please include the following;**

- 2 sets of revised plans (only need plan sheets that changed)
- 2 sets of structural engineering calculations (if changed)
- Narrative addressing revisions

NOTE: Field set will need to be slip sheeted after approval if not submitting complete set

**NOTE: Once plans/documents have been submitted, a Permit Coordinator will contact the primary contact if fees are due and/or any required documents are missing. Plans will only be processed once fees and/or completed plans/documents are received.**