Electrical Plan Check Submittal Requirements

A formal plan check is required for all new commercial buildings, and new multi-family dwellings, new single-family dwellings or any project that involves a service/panel board upgrade or install of a **400Amp or more** panel rating.

At a minimum the following is required for electrical plan check:

A. Installations, additions, or modifications where the building service equipment is 400 Amperes or larger OR exceeds available fault current of 10,000 amps shall be prepared and stamped by a registered design professional or licensed electrical contractor.

B. Submit a digital set of plans on the Building & Safety portal with the applicable items listed below:
   1. Address of installation (include suite number).
   2. Note type of use (office, retail, single-family residential, etc.)
   3. Scope of work
   4. Plans must correctly identify most current applicable codes.

C. Single-Line Diagram Showing:
   1. Service Maximum available fault current as published by the utility company at the point of attachment of each service-entrance section shall be indicated on the plans.
   2. All services supplying a dwelling unit shall be provided with a surge-protection device (SPD). (CEC 230.67) Call out on single-line diagram that service has a surge-protection device.
   3. Provide Ground Fault Protection for services exceeding 150Volts to ground and disconnect rated 1000Amps or more. (CEC 230.95)
   4. All existing and proposed sub-panels and associated loads
   5. Breaker and/or fuse sizes. Note size and type of each one.
   6. Grounding and bonding conductors (Size, destination and type of wire) Show both for service and separately derived systems (transformers, generators).
   7. Conduit and feeders. Note size and types for each.
   8. Note new, relocated or re-fed apparatus on plans; note existing and unmodified as existing on plans.
   9. Show service load calculations in amperes.
   10. Show size and length of service conductors, branch circuits and all feeders including equipment grounds (Include voltage drop).
   11. Provide the main bonding jumper size, water and gas bonding size
   12. Single-line diagram shall be stamped by a registered design professional or licensed electrical contractor.

D. Site Plan
   1. A complete site plan showing service location and all loads.
   2. Service/panel board locations must be shown.
   3. Note proper address of new meter (if applicable to project).
   4. All plans shall be drawn to scale and shall include a legend of all symbols to be used.
   5. Scope of work must be included on plans.

E. Electrical Load Calculation
   1. Provide electrical panel schedules and load schedules for all panels impacted and part of proposed project.
   2. On panel schedules, provide description and wattage of circuit loads. Identify all continuous loads.
   3. Complete and copy the Electrical Equipment Schedule onto the plans.
   4. Provide total Wattage and calculated loads on the panels and feeders.
   5. Complete code load calculations for service equipment, switchboards and panelboards as in accordance with 2022 California Electrical Code.
   6. Provide the voltage and ampere rating of all equipment.