



City of Pomona Development Services Department New Development – Plan Check Process Breakdown

The following information presents a step-by-step guide on the standard procedure for “Plan Checks” in the City of Pomona.

For further information regarding submittal requirements please contact the respective Departments, as noted in each step provided below:

1

Plan Check Submittal

- A developer, applicant, or property owner submits plans to Building & Safety.
- The following information presents a brief description of required plans **prior to submittal to the Building & Safety Counter.**

Grading and Infrastructure Plans

Submit five (5) paper copies of the Grading Plans and a completed Grading Plan Application Engineer’s Cost Estimate Form (*available upon request by the Building and Safety Department*).

See the Grading Plan Handout provided by the Building and Safety Department for more information.

Note:

- ❖ Grading Sheets are included for reference only with Plan Checks.
- ❖ A separate Grading Permit may be required.

Architectural Plans

Submit six (6) sets of paper copies of the architectural plans, including:

- Structural, Plumbing, Electrical and Mechanical plans,
- Two (2) copies of the Soils report,
- Two (2) copies of the Energy compliance report,
- Two (2) copies of the structural calculations and;
- A completed application, which includes square footage of the structure and all electrical, plumbing and mechanical fixture counts.

Demolition Plans

(Applicable to projects that require the demolition of any existing structures or improvements on the proposed site)

Submit five (5) paper copies of the Demolition plans including the erosion control information. Also, indicate where the utilities will be capped.

Note:

- ❖ An asbestos report is required at the time of submittal for demolitions.

2

Routing of Plan Checks

- After the initial submittal process, the plans will be routed to all appropriate Departments for review.
- Departments that would review plans include (but are not limited to):
 - Building & Safety
 - Planning
 - Public Works
 - Water & Utilities
 - LA County Fire

Note: Depending on the scope of the project, additional requests for **separate, Department specific applications** may be requested by staff of each Department listed on the left.



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3

Initial Review

- Each reviewing Department will update the status of their review directly with the applicant.
 - The status of the plan check activity is tracked, and is available upon request from the various Departments reviewing the plans.

4

Initial Comments/Corrections

- After the first review is completed, the applicant will be notified of corrections or approval **via email** from the individual Departments reviewing the plans.
 - The applicant should provide a working email for the individual(s) who desires to receive the corrections.

5

Resubmittal Process

- Applicants will be instructed by the individual Departments on any corrections needed or next steps required to move the Department review forward.
 - The applicant will need to respond **separately** to all Departments that issue comments/corrections to address any additional requirements for approval of the plans.

6

Final Approval

- Once all approvals are received from each Department and the project is ready for permit issuance the applicant will be notified of what is required in order to begin pulling permits for the project.

PRIOR TO THE ISSUANCE OF BUILDING PERMITS THE BUILDING DIVISION MAY REQUIRE:

- A receipt from the School District showing payment of all applicable fees.
- A receipt from Los Angeles County Sanitation District showing payment of all applicable fees.
- A completed fire flow availability form for fire sprinklers in new Dwellings.

Additional contact information which may be helpful:

- The Pomona Unified School District: (909) 397-4800 x 23900
 - For questions regarding school fees.
- L A County Sanitation District: (562) 699-7411
 - For questions regarding sanitation fees.
- L A County Health Department : (626) 813-3380
 - For questions regarding Health Department requirements.

For any other inquiries regarding the plan check process or for any Department specific inquiry, the contact numbers of each individual Department are listed below:

Contact Numbers of Departments:

Building and Safety – (909) 620-2371

Public Works – (909) 620-2281

Water – (909) 620-2212

Planning – (909) 620-2191

L A County Fire – (909) 620-2402