

Before You Submit for Plan Check

Use this checklist in the city and state where the enclosure will actually be installed. Ask the authority having jurisdiction (AHJ) which documents it requires; do not assume another city's checklist applies.

This is not a permit plan. The licensed architectural sheets and original signed structural engineering are sold separately. Local engineering and jurisdictional acceptance may still be required, particularly outside California.

1. Project scope

- ☐ Address, parcel, property owner and city/county identified.
- ☐ Single or double enclosure; new build or existing-block retrofit selected.
- ☐ Existing enclosure photographs and dimensions obtained; bin/hauler requirements confirmed.
- ☐ Gate swing, pedestrian access, collection truck maneuvering and accessible route checked.

2. Design & review

- ☐ Applicable code year and local amendments confirmed with AHJ.
- ☐ Wind, seismic, snow, soil, height and other plan-design applicability checked by qualified party.
- ☐ Retrofit wall / foundation capacity evaluated where necessary.
- ☐ Local engineer licensure and stamped-document acceptance confirmed; California documents not assumed valid elsewhere.
- ☐ Building, fire, stormwater, planning and refuse-service review requirements identified.

3. Submittal package

- ☐ Site plot plan, access and grading/drainage information prepared.
- ☐ Licensed architectural plans with site/project information.
- ☐ Exact original digitally signed structural sheets and original digital calculation book.
- ☐ Design hazard report, supporting observations and special inspection documents as required.
- ☐ Fees/forms/delivery method confirmed (digital portal, original ink, or both).

Capture the plan checker's answers

Jurisdiction / agency / portal:

Plan-check contact and date:

Applied codes and local modifications:

Engineer-of-record acceptance and local licensure:

Digital signature acceptance / paper copy requirement:

Site plan, geotechnical and drainage submissions:

Hauler / sanitation design standards:

Fire / clearances / accessibility / special inspections:

Submittal steps, estimated review and permit milestones:

Open questions and required site-specific engineering:

Ready to proceed? Review the actual four-model plan preview and licensing options at steelbuildingusa.com. Plans are not automatically approved in every jurisdiction.