



Checklist for a Foundation Submittal

To qualify for a foundation release, an applicant must provide a complete application form (ACDR) indicating the foundation scope of work, and a complete set of foundation drawings demonstrating compliance with all applicable building laws and fire safety laws. Minimum submittal requirements for the foundation scope include the following, as applicable:

- A site plan, drawn to scale, showing the dimensioned location of construction relative to property lines, all adjacent buildings on the property, as well as width of any street or easement bordering the property;
- Foundation plan and details; where applicable, provide basement plans and details; indicate width, thickness and depth below grade of all footings;
- Sections and details of all foundation walls showing dimensions and construction materials;
- For those projects for which a design professional is required, **each page of all drawings must bear the seal and signature of that design professional;**
- Any additional information that may be necessary to illustrate design intent and demonstrate full compliance with the applicable building and fire safety laws and the rules of the commission.
- No plans may be labeled "Preliminary," "Not for Construction," "For Reference Only," "Future," "Optional" or the like. They are unacceptable for plan review purposes.