



FINAL APPROVAL CHECKLIST

SUPPLEMENTAL APPLICATION



GENERAL INFORMATION

WHAT IS FINAL APPROVAL?

Final approval is the last level of design review before applying for a Building Permit (BLD) application. Final approval generally occurs at a separate hearing, after project design approval, and includes a complete set of working drawings with all details, color samples, door hardware, and exterior lighting fixtures for review. Applicants may also request project design approval and final approval on the same hearing date, if sufficient details are provided.

HOW DOES THE PROCESS WORK?

Once a project receives project design approval, it shall constitute the substantive design approval of the project. If substantial changes to the plans are proposed after project design approval, a new project design approval will be required. Design review comments on final approval should only address whether the design substantially conforms to the project design approval, and comments on details and landscaping.

WHEN IS A COMPLETED CHECKLIST REQUIRED?

A completed **Final Approval Submittal Checklist** is required when you submit for final approval. To resubmit an application, upload documents, like plans and letters, into the record in the City's Accela Citizen Access Portal (ACA) system, along with the [Resubmittal Form](#). All forms must be completed, signed, and submitted as a PDF attachment to your electronic submittal.



FINAL APPROVAL CHECKLIST

Provide required details and sheet references with your submittal for final approval. Fill in the blank or indicate N/A if “not applicable”. Final approval does not permit the omission of any required information.

PROJECT ADDRESS: _____ PLN RECORD ID: _____

ALL BUILDING ELEVATIONS

Sheet #

Sheet #

- | | | | |
|--|-------|---|-------|
| <input type="checkbox"/> Exterior Details | _____ | <input type="checkbox"/> Paint or Stain Color (trim, etc.) | _____ |
| <input type="checkbox"/> Exterior Finishes | _____ | <input type="checkbox"/> Materials (roofing, plaster, etc.) | _____ |
| <input type="checkbox"/> Parapet Heights | _____ | <input type="checkbox"/> Exterior Lighting (incl. cut sheets) | _____ |
| <input type="checkbox"/> Roof/Attic/Understory Vents | _____ | <input type="checkbox"/> Specification Sheets, as applicable | _____ |

CONSTRUCTION DETAILS

Sheet #

Sheet #

- | | | | |
|---|-------|--|-------|
| <input type="checkbox"/> Retaining Wall | _____ | <input type="checkbox"/> Ironwork | _____ |
| <input type="checkbox"/> Window/Door detail | _____ | <input type="checkbox"/> Stairs | _____ |
| <input type="checkbox"/> Roof Details (eaves) | _____ | <input type="checkbox"/> Handrails | _____ |
| <input type="checkbox"/> Decks | _____ | <input type="checkbox"/> Skylights | _____ |
| <input type="checkbox"/> Fences/Arbors/Trellis | _____ | <input type="checkbox"/> Awnings | _____ |
| <input type="checkbox"/> Trash/Recycling Enclosures | _____ | <input type="checkbox"/> Gutters and Down Spouts | _____ |

ELECTRICAL/MECHANICAL/PLUMBING EQUIPMENT

Sheet #

- | | |
|---|-------|
| <input type="checkbox"/> Transformer Vault | _____ |
| <input type="checkbox"/> Utility Service Meter | _____ |
| <input type="checkbox"/> Screening Elements | _____ |
| <input type="checkbox"/> Generators/Electrical/Mechanical/HVAC (including cut sheets & dBA at property lines) | _____ |
| <input type="checkbox"/> Fire Valves (Verify Fire Sprinkler Ordinance per SBMC §8.04 requirements) | _____ |
| <input type="checkbox"/> Cross Connection Control Devices (backflow device) | _____ |

CONSULTANT/ENGINEER SHEETS

Sheet #

Sheet #

- | | | | |
|-------------------------------------|-------|-------------------------------------|-------|
| <input type="checkbox"/> Electrical | _____ | <input type="checkbox"/> Structural | _____ |
| <input type="checkbox"/> Mechanical | _____ | <input type="checkbox"/> Plumbing | _____ |

ROOFTOP ARCHITECTURAL DETAILS

Sheet #

- HVAC Equipment (exhaust fans, condensing units, air conditioning units, etc.) _____
- Dimensions of equipment and screening _____
- Mission tile roofing installation specifications _____
- Specification Sheets, if applicable _____
- Parapet Height _____
- Screens _____
- Chimney Caps _____
- Flashing _____
- Gutters/ Scuppers _____
- Solar panel location or potential future solar panel installation (if applicable) _____
- High fire roof coverings, valleys, gutters _____

COLOR AND MATERIAL BOARDS

Sheet #

- Paint and Stain Color Names and Numbers _____
- Material Type, Brand and Inventory Number _____

LANDSCAPE PLAN

Sheet #

Sheet #

- | | |
|---|---|
| <input type="checkbox"/> Irrigation Plan _____ | <input type="checkbox"/> High Fire/Defensible Space _____ |
| <input type="checkbox"/> Plant Species/Number/Sizes _____ | <input type="checkbox"/> Water Conservation Standards _____ |
| <input type="checkbox"/> Planters, Pots, Furniture _____ | <input type="checkbox"/> Site Walls (materials and color) _____ |
| <input type="checkbox"/> Paving Materials _____ | <input type="checkbox"/> Backflow Device _____ |
| <input type="checkbox"/> Erosion Control Measures _____ | <input type="checkbox"/> Rooftop Garden/Landscaped Roof _____ |

Storm Water Management Program (SWMP)

Sheet #

- Location of filtration devices _____
- Cross-section details _____
- Drainage flow from all impervious areas _____
- Amounts of new, replaced, or removed impervious areas _____
- Hydrology/Storm Water Report _____