



RESPONDING TO PLAN CHECK COMMENTS FROM BUILDING DIVISION SUBMITTAL GUIDELINE



BUILDING SERVICES

Response Letter(s) shall be submitted **with** the resubmittal package (3 sets of **complete** drawings and 2 sets of supporting documents if an in-person submittal). Note, if a Response Letter is not provided with Resubmittal, the Package is incomplete and cannot be submitted to the Town. Purpose of the Response Letter is to aid the Plans Examiner’s review process and to reduce review time.

1. Response Letter Format:

- Please provide an **itemized list** which clearly indicates how each review comment(s) is addressed and the specific location on the plans, specifications or calculations that the correction(s) is provided.
 - Providing the original Comment in the Response Letter is **optional**.
- The following responses are **not sufficient**: “Done”, “Corrected”, “Fixed”, “Checked”
- Please indicate who is providing the responses to the comment(s), as shown in the Example Response Letters.
 - If the responses are provided by different responsible persons, please provide separate response letters from each responsible person.
 - If responses pertain to the design by a Licensed Professional (Architect or Engineer), those responses must be provided by the responsible Licensed Professional.
- Responses can also be **written by hand or typed** on the comment letter provided by the Building Division. If done so, please still indicate who is providing the responses with a signature block, as shown in the Sample Response Letters below.
- Responses must be reflected on the construction documents. (e.g. Detailing/design/construction information shall be provided on drawings instead of only in Response Letter.)

2. Sample Response Letters:

Sample Response Letter 1:

October 12, 20xx

Subject: Responses to Initial Plan Check Comments
Project Address: XXX Street
Project Permit #: B26-014111

To Town of Danville Building Division,

Please find below responses to the Initial Plan Review Comment Letter dated, XX,XX,20xx for the referenced project. Responses are itemized below.

- A1. Response: Cross section has been updated to reference 5/A8.*
- A2. Response: Flashing Detail 6 was added on Sheet A.5.*
- P1. Response: Added note on cover sheet that Gas Line Sizing is to be deferred.*
- E1. Response: Electrical panel added to Detail 3/A.1.*

Best Regards,
(Name and Signature of responsible person/Licensed Professional)
Contact

Sample Response Letter 2:

October 12, 20xx

Subject: Responses to Initial Plan Check Comments
Project Address: XXX Street
Project Permit #: B26-014111

To Town of Danville, Building Division,

Please find below responses to the Structural Comments provided in the Initial Plan Review Comment Letter dated, XX.XX.20xx for the referenced project.

- S1. Yes, an existing shear wall is located at the dropped beam. Please see attached structural calculations for justification of existing shear wall.*
- S2. Special Inspection for Epoxy Dowels and piers were added to Special Inspection List on Sheet S1.*
- S3. Header Size is now provided on Sheet S3. See attached calculations for post size supporting header.*

Best Regards,

(Name and Signature of responsible person/Licensed Professional)
Contact

Sample Response Letter 3:

October 12, 20xx

Subject: Responses to Initial Plan Check Comments
Project Address: XXX Street
Project Permit #: B26-014111

To Town of Danville Building Division,

Please find below responses to the Initial Plan Review Comment Letter dated, XX.XX.20xx for the referenced project. Please, note responses are shown **in bold**.

- A1. Sheet A.1: The cross section reference is not updated for the submittal set (currently lists X/AXX). Please revise accordingly. CRC R106.1.1.
Response: Cross section has been updated to reference 5/A8.
- A2. Sheet A.4: Please provide flashing detail where the roof of the covered porch meets the existing exterior wall.
Response: Flashing Detail 6 was added on Sheet A.5.
- P1. Sheet A.3 shows a new firepit is to be added. Please provide gas line sizing or indicate on the cover sheet if it will be a deferred submittal.
Response: Added note on cover sheet that Gas Line Sizing is to be deferred.
- E1. Sheet A.1: Please specify the location and rating of the electrical panel in accordance with CEC 230.79 requirements.
Response: Electrical panel added to Detail 3/A.1.

No Mechanical, Energy, and Green Comments

Best Regards,
(Name and Signature of responsible person/License Professional)
Contact