Prior to submitting hard copies:
Email a copy of the completed application, cost estimate and a PDF of the plans to apalacios@poway.org

Initial submittal
A. Transmittal letter
B. Fees:
   - See latest City of Poway Master Fee Schedule for applicable plan check fees/deposits
   - Preliminary Soils Report and Compaction Report review fees
C. 5 copies of improvement Plans – signed and stamped
D. 2 copies of Soils Report – signed and stamped
E. 2 copies of Cost Estimate – signed and stamped
F. 1 copy of Hydrology and Hydraulic Report – signed and stamped
G. 1 copy of Stormwater Intake Form and 1 copy of Storm Water Quality Management Plan (if applicable) – signed and stamped
H. 1 copy of City Conditions of Approval - Letter from Planning (if applicable)
I. Reference maps or plans as referred to on the plans
J. 1 copy of Preliminary Title Report

Submittals thereafter
A. Transmittal letter
B. City’s previous transmittal letters
C. Previous check prints
D. Revised improvement plans (number of copies to be determined by plan checker)
E. 100% plan check fee based on revised cost estimate
F. Additional information required by plan checker (i.e. Grant of Easement and Right-of-Way documents with fees)

Before City Engineer’s Approval
A. Transmittal letter
B. City’s previous transmittal letter
C. Previous check prints
D. Mylars of improvement plans
E. Standard Agreement for Construction of Public Improvements with Performance and Payment securities, and Liability and Workman’s Compensation Insurance
F. Payment of all plan check and inspection fees
G. Completed Pre-Construction Meeting Request form

After City Engineer’s approval and prior to scheduling Pre-Construction Meeting
A. Transmittal letter
B. 4 copies of signed Improvement Plans
C. 1 electronic copy of the signed Improvement Plan mylars
D. 1 electronic copy of the signed Hydrology & Hydraulic Report
E. 1 electronic copy of the signed Storm Water Quality Management Plan (if applicable)