PLAN CHECK REQUIREMENTS
RESIDENTIAL PROJECTS

Following is a comprehensive list of plans that may be required for building permit review. For specific requirements for a particular project, please consult with the Building Division at the One-Stop Permit Center, City Hall between the hours of 8:00 am – 12:00 noon and 1:00 pm – 5:00 pm Monday through Friday.

Depending on the type and scope of project, review and approval by the Planning Division may be required prior to submittal for building permits. Contact a planner at the One-Stop Permit Center for more information.

☐ **Five** copies of each of the following plans **(second story additions and new construction)**

☐ **Three** copies of each of the following plans between 8:00 a.m. and 12:00 noon **(remodels and single story additions)**

Minimum size of plans should be 18" x 24"

__ Cover Sheet (project address, location map, scope of work, building type, occupancy classification, flood zone, square footage of existing and proposed)
__ Site/Plot Plan (property lines, structures, distances between structures and setbacks to property lines)
__ Use Permit/Special Development Permit Conditions, Variance, or Subdivision approval (on plan sheets)
__ Floor Plan showing use of each new and existing room/area and proposed and existing walls (including for each unit of a multi-unit project)
__ Electrical Plan
__ Plumbing Plan
__ Mechanical Plan
__ Foundation Plan
__ Roof Framing Plan
__ Floor Framing Plan
__ Cross Sections
__ Structural Details (foundation, floor, walls, ceiling/roof, stair, handrails)
__ Santa Clara County Department of Environmental Health Approval (for spas/pools in non-single family)
__ Landscaping and/or Irrigation Details (including reclaimed water system)
__ Solar Plan
__ Grading Plan Including all Utilities (sewer, water, gas, storm drain)
__ Architectural Elevations (including trash enclosure details)
__ PG&E Approval (for spas and pools)
__ Specifications
__ Soils Report (only three copies needed)
__ Storm Water Pollution Prevention Plan (when disturbing one acre or more of soil)
__ Storm Water Management Plan (required when project adds or replaces 10,000 sq.ft. or more of impervious surface) with approval from certified third party

Two copies of each of the following documents:

__ Structural Calculations (wet signed)
__ Energy Calculations (Title 24)
__ Truss Calculations Floor/Roof (wet signed)
__ Solar Calculations
__ Sound Transfer Report
__ Green Building Checklist/3rd Party Approval