



COMMERCIAL PROJECT SUBMITTALS

THESE REQUIREMENTS ARE FOR PERMITS ISSUED ON OR AFTER MAY 2020

BUILDING DIVISION REQUIREMENTS

Please send all submissions to the following email with the address and project/permit number in the subject line:

planchecksubmittals@sunnyvale.ca.gov

INSTRUCTIONS

- 1) You must include a completed permit application (Building and Fire Worksheet/Application). Please make sure to provide a detailed scope of work.
<https://sunnyvale.ca.gov/civicax/filebank/blobdload.aspx?blobid=23617>
- 2) Complete the questionnaire in detail for Planning and Public Works. **SEE BELOW**
- 3) Attach digital files of all plans, calculations and other supplemental documents in .pdf format. If the attachment is too large, please provide a link to a shared file containing your submittal documents, clearly labeled and organized. This folder should have open access to multiple viewers and not require login. Please break up the files to make downloading easier, approximately 40 - 50 megabytes max.
- 4) If your project has gone through a design review or other preliminary review with the Planning Division, please provide this permit number for reference.
- 5) We will process everything and send you a confirmation email with your due date and instructions for paying plan check fees.
- 6) Once your project is approved, we will ask you to provide hard copies for stamping.

QUESTIONNAIRE FOR COMMERCIAL PROJECTS

1. Is this project associated with an already-approved planning permit?
2. Does the project involve a *change of use* (ex. previous tenant was an office, new tenant is a restaurant)?
3. Are exterior changes to the building or site proposed (ex. new roof-mounted equipment or trees for removal modifications to the parking lot, new windows or doors)?
4. **Is the project proposing any kitchen/café improvements?** (This is for Public Works to determine any sewer/water connection fees and updates to the trash management plan.)
5. **Is the project going in a new shell building or space that has never been occupied OR an existing building where landlord/market-ready shell improvement is in progress?** If yes, provide the building permit number for the shell work. PLEASE NOTE A BUILDING PERMIT WILL NOT BE RELEASED UNTIL THE SHELL WORK IS COMPLETE OR SUBSTANTIALLY COMPLETE.