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 a.m. to 12:30 p.m. and 1 to 5 p.m., 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.

☐ New construction and second-story additions
  Submit five copies of each of the following plans for a 21-day plan review (resubmittals reviews are 14 days)

☐ Interior remodels and single-story additions
  Provide three copies of each of the following plans between 8 a.m. to 12:30 p.m. for review over the counter

Size of plans should be 18”x24” minimum and 30”x42” maximum.

  - 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 other that single-family and duplex)
  - Landscaping and/or Irrigation Details (including reclaimed water system)
  - Solar Shading Plan
  - Grading Plan Including all Utilities (sewer, water, gas, storm drain)
  - Architectural Elevations (including trash enclosure details)
  - PG&E Approval (for spas and pools)
  - 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
  - CALGreen/Build It Green Checklist (included on a plan sheet)
  - Water efficient plumbing fixture upgrade (applies to new construction, additions, kitchen remodels, and bathroom remodels)
  - Energy report (Title 24)
Two copies of each of the following documents:

- Structural Calculations
- Truss Calculations Floor/Roof
- Sound Transfer Report
- Soils Report (three copies for townhomes, condos, and apartments)