



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 and 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 other than 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)
- ___ 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
- ___ 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)

Two copies of each of the following documents:

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| ___ Structural Calculations (wet signed) | ___ Truss Calculations Floor/Roof (wet signed) |
| ___ Energy Calculations (Title 24) | ___ Sound Transfer Report |