



PLAN CHECK POLICIES AND PROCEDURES

The City provides four separate plan check processes: Express, Over-the-Counter, By Appointment, and Intake. Each process addresses a separate set of circumstances so a thorough plan review can be performed in the most efficient manner. Following is a brief description of the scope of each project that would match each process.

EXPRESS: Express plan checks address minor permits that require minimal or no plan check, such as fences, signs, single trade permits, etc. Express plan checks occur during the morning hours of 8 a.m. to noon, although planning and building service is available all day. This service also includes answering questions from homeowners or other stake holders in the permit process or accepting plan check resubmittals.

Plan checks will be performed by the Building and Planning Divisions only. Minor structural review is available. Other department/agency reviews are not provided.

OVER-THE-COUNTER (OTC): Over-the-counter plan checks occur in the One-Stop Permit Center in the mornings between 8 a.m. to noon, on a first-come first-serve basis. The City reserves the right to close the check-in time when projected OTC work load exceeds the time remaining.

These plan checks generally are for Tenant Improvements of one-story level. First time tenant improvements, new restaurants, E-Occupancies, wet labs, commercial building additions, and new commercial buildings do not qualify. Residential remodels, additions and Accessory Dwelling Units are permitted.

Each project will be reviewed by Planning Division, Fire Prevention, Structural, and Building (which include mechanical, plumbing, electrical, accessibility, green building, and energy compliance.) The City reserves the right to require other agency approvals prior to approval of a project plan check. Such agencies could include Hazardous Materials, Environmental Services, Public Works, and Santa Clara County Health Department.

Plan Check approval and permit issuance during a first-time plan check OTC is not guaranteed. The plan checker (of any department) reserves the right to halt the plan check and bring it into a formal plan check process (see INTAKE). Plan check comments are red-lined onto the plans. Plan check fees are due upon services rendered if the permit is not issued.

BY APPOINTMENT: Plan checks by appointment are performed in the afternoons on an appointment-only basis. These plan checks generally include large tenant improvements for up to three stories, small first-time tenant improvements (first TI in a shell building), small commercial additions, and new one-story single-family dwellings. The scope of the project, will be reviewed and approved prior to securing an appointment.

Depending on the scope each relevant department/division will assign a plan checker to the project. These plan checkers will be your plan check team until permit issuance. This does not include outside agencies such as Santa Clara County Health Department. Planning entitlement (if required) shall be secured prior to plan check.

Plan Check approval and permit issuance during a first-time By Appointment is not guaranteed. Plan check comments are red-lined onto the plans. Plan check fees are due upon services rendered if the permit is not issued.

To make an appointment, please email plancheckappointment@sunnyvale.ca.gov. Someone will respond to your inquiry within three business days. During the initial email please provide the following information: address, scope of project, area of project, type of construction, and occupancy classification.

INTAKE: Large projects will be taken into a standard plan check cycle. These plan checks will take three weeks for the first check and two weeks for each resubmittal. Based on the outstanding comments, additional fees will be due for the fourth or more plan checks. Plans will be distributed to the relevant City agencies for review. All comments are issued as one letter when all departments have submitted their comments.

Projects for intake are usually four stories and higher, commercial construction addition, and new commercial construction. Please make an appointment for intake of the first check to verify the submittal package is complete.

To make an appointment for intake, please call 408-730-7444 to be transferred to staff who can help you.

If you have any additional questions, please feel free to contact

- George Martinez, Permit Center Coordinator at gmartinez@sunnyvale.ca.gov or 408-730-7581
- Carol Lau, S.E., Senior Plan Check Engineer at clau@sunnyvale.ca.gov or 408-730-7703
- Suzanne Park, P.E., Permit Center Manager at spark@sunnyvale.ca.gov or 408-730-7455.

NOTE: State law requires all commercial projects to be prepared by a California licensed architect or engineer. Structural calculations shall be prepared by a California licensed civil or structural engineer.

Express, Over-the-Counter, and By Appointment plan checks shall be attended by a person who is familiar with the project and can answer questions from the plan checker. California building code knowledge is desirable.