



PLAN CHECK REQUIREMENTS FOR NON-RESIDENTIAL PROJECTS

Following is a comprehensive list of plans that may be required for building permit review (see reverse side for additional requirements). For specific requirements for a particular project, please contact with the Building Division at the One-Stop Permit Center.

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, additions, special occupancies, and tenant improvements.**
Submit digital files via the city online portal for a 21-day plan review (resubmittals reviews are 14 days): <https://sunnyvaleca-energovpub.tylerhost.net/apps/SelfService#/home>

- **Tenant Improvements (equal of less than 10,000 s.f.)**
For review over the counter, submit digital files via the city online portal: <https://sunnyvaleca-energovpub.tylerhost.net/apps/SelfService#/home>. An appointment is recommended. [Send an email](#) (include the project number) to schedule an appointment.

POSSIBLE PLANS REQUIRED:

- XX Project Information (project address, location map, flood zone, type of construction, square footage, occupancy classification(s), area calculations, building codes used)
- XX Allowable Square Footage Calculations (change in occupancy)
- XX Site/Plot Plan (including parking details and screening of enclosed outdoor equipment)
- XX Use Permit/Special Development Permit Conditions, Variance, or Subdivision approval (on plan sheets)
- Santa Clara County Department of Environmental Health Approval (pools, spas, and food service facilities)
- XX Storm Water Pollution Prevention Plan (when disturbing one acre or more of soil)
- XX Storm Water Management Plan with approval from certified third party (projects that add or replace 10,000 sq.ft. or more of impervious surface - 5,000 sq. ft. in a parking lot)
- XX Floor Plan (including use of each room)
- XX Electrical Plan (include area lighting and exits, receptacles, lights, motors, switches, disconnects, panels, services, transformer, single line diagram, exit signs, emergency lighting. Include a panel schedule showing all new and existing loads, building service size, grounding/bonding)
- XX Plumbing Plan (include type of piping material, gas lines, water lines, location of boilers, water heaters with BTU's, isometric plans for waste/vent, etc.)
- XX Mechanical Plan (include ducting, fire dampers, combo smoke fire dampers, cooking hoods, chemical hoods, HVAC equipment, CFM/BTU output, LFL calculations)
- XX Egress Plan with Occupant Loads
- XX Disabled Access Plan for Site and Building
- XX Architectural Elevations (including trash enclosure details)
- XX Grading (all utilities, storm drainage and fire lanes)
- XX Roof Plan (existing and proposed equipment)

- XX Cross Sections
- XX Foundation Plan
- XX Roof Framing Plan
- XX Floor Framing Plan
- XX Structural Details
- Grease Removal Devices with Sizing Calculations
- XX Landscaping and Irrigation Details (including reclaimed water system)
- XX Chemical List (quantities and explanation of process)
- Solar Shading Plan
- XX Complete Equipment List
- XX Site Lighting and Photometric Plans
- XX CALGreen Checklist (on a plan sheet)
- XX LEED Checklist with Verification Letter from LEED AP (on a plan sheet)
- XX Green Halo Systems registration (greenhalosystems.com). Use Permit# “TBD” during registration.
- XX Licensed engineer or architect signature. Design/building trades may be signed by the licensed contractor.

Two copies of each of the following documents:

- XX Structural Calculations
- Truss Calculations Floor/Roof - deferred submittal (stamped and signed by truss engineer and engineer of record)
- XX Energy Report (Title 24)
- XX Geotechnical/Soils Report (three copies needed)
- XX Storm Water Pollution Prevention Plan (when disturbing one acre or more of soil)

The following information and details should be included on the plans:

A. Architectural Plans:

1. Construction Type
2. Occupancy Classification of Each Room/Area
3. Location of all exits (new and existing)
4. Identify the location of the following rated construction and provide details (ICC number, UL listing, etc.):
 - a. Rated corridors
 - b. Occupancy separation walls
 - c. Fire wall (interior and exterior)
 - d. Exit passage ways
 - e. Horizontal exits
 - f. Exterior walls and their distances from property lines and other buildings
 - g. Location of fire barriers
 - h. Shafts (including for mechanical installations)
 - i. Stair enclosures
5. Location and number of disabled accessible parking stalls and with path of travel to the building entrance(s). Include parking, signage, and ramp details.
6. Complete disabled access plan showing accessibility through the site and building.
7. Provide a cross-section showing the height of the new roof equipment. All equipment and supports must be lower than the roof screen and/or parapet.