



# PLAN CHECK REQUIREMENTS

## RESIDENTIAL PROJECTS

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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 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)
- \_\_\_ 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)