TOWN OF LOS GATOS

RESIDENTIAL ADDITION & REMODEL SUBMITTAL REQUIREMENTS

In order to process and expedite your request for a building permit, **please submit the items listed below and include this completed checklist in your submittal**. Incomplete submittals will not be accepted. **A plan check fee will be required at submittal**. If one or more required items are not submitted, the application will be considered incomplete and will not be accepted. Four (4) complete stapled (down the left side) sets of drawings if adding 500 SF or more, three (3) sets if adding less than 500 SF, 24"x36" minimum size - 30"x42" maximum size shall include:

1. **General**
   - ☐ If you went through the Planning Department process, **the Planning Department Approval Letter and Conditions of Approval must be permanently affixed (i.e., copied) onto the first sheet** (contact your project planner to obtain a copy).
   - ☐ **A Compliance Memorandum shall be prepared and submitted with the building permit application detailing how the Conditions of Approval will be addressed.**
   - ☐ *Blueprint For A Clean Bay* sheet must be the second page of the two wet stamped sets (available at the Building Counter for a fee of $3, at San Jose Blue Print or at www.losgatosca.gov/building).
   - ☐ Wet signature on all documents by design professional(s).
   - ☐ Name, title, registration number, address, and telephone number of applicable design professional(s).
   - ☐ Cover sheet information. List the 2016 California Building, Mechanical, Electrical, Plumbing, and Fire Codes, and 2016 California Energy Code, construction type, occupancy class, sheet index, concise scope of work, breakdown of square footage {i.e. existing square footage, new square footage, remodeled square footage, porches, decks, lot size, FAR, average slope of lot, linear footage of new retaining wall(s)}.
   - ☐ **Grading Plans and Site Improvement Plans must be submitted under a separate package directly to the Engineering/Public Works Department at 41 Miles Ave**. Contact them at (408) 399-5771 for submittal requirements and fees.

2. **Architectural**
   - ☐ Plot Plan. Location of the existing building, the proposed addition and all other structures on the lot. Show north arrow, all front, side and rear setback distances, and distances between buildings and easements.
   - ☐ Site plan must show all existing and proposed utilities (water service, sewage disposal system, gas electric, telephone, cable, TV service lines and transformers).
   - ☐ Site plan must show existing trees, including diameter, location, species, existing grade at base and driplines. Include a tree protection plan per www.losgatosca.gov/documentcenter/view/15273
   - ☐ Floor Plan. Provide a floor plan that shows the new as well as the existing rooms, and the use of each room.
   - ☐ Elevations. Exterior elevations showing the existing as well as the proposed addition/alteration.
   - ☐ Cross Sections. A minimum of two detailed cross sections are required. Details and Notes. Provide and include the applicable construction details and notes.
   - ☐ Provide a construction management plan per www.losgatosca.gov/documentcenter/view/17600

(OVER)

3. Structural

- ☐ Foundation Plan
- ☐ Floor Framing Plan(s)
- ☐ Wall Framing Detail(s)
- ☐ Roof Framing Plan(s) including truss layouts & calculations
- ☐ Cross Sections
- ☐ Braced wall or shear wall panel locations
- ☐ Details and Notes

4. Electrical, Mechanical, and Plumbing

- ☐ **Electrical**. Show the location of the electrical service, panels, switches, lights, and receptacles. Provide calculations to show the sizing of the electrical service for upgrades over 200 amps.
- ☐ **Mechanical**. Show the location of furnaces & air conditioners; bathroom exhaust fans, kitchen hoods, venting, etc.
- ☐ **Plumbing**. Show the proposed plumbing appliances and fixtures on the plans.

5. Documentation

- ☐ Structural Calculations. Provide two (2) sets of wet signed and stamped_calculations. T-24 Energy Report. Provide two (2) sets of wet signed reports. **Note: The appropriate California Energy forms must be permanently affixed (i.e., copied) onto the plans.** The forms can be located at: www.energy.ca.gov/title24
- ☐ Soils Report. Provide two (2) sets of wet signed and stamped soils reports (All soils reports must be loose leafed or stapled – no bound reports will be accepted).

6. **Planning Division Submittal Requirements**

- ☐ Highlighted Demolition Elevations. Highlight the location, square footage, and percentage of contiguous wall area remaining on existing elevations. Contact the Planning Department (354-6874) or your project planner for clarification.
- ☐ Demolition Affidavit. The project architect, engineer, contractor, and property owner are required to sign a demolition affidavit stating their understanding of the demolition policy. Contact the Planning Department or your project planner for clarification.

7. **Other documentation that may be necessary, but not required for submittal**

- ☐ Truss Calculations. Provide two (2) sets of wet signed and stamped calculations.
- ☐ Special Inspection form. Form is available online or at the Building Service Counter. It must be ***completely filled out and signed by all requested parties, prior to permit issuance***. A separate form is required for each inspection if performed by separate inspectors.
- ☐ Santa Clara Valley Water District Permit. Required if you are doing construction within 50ft of a natural water course. Contact SCVWD at (408) 265-2600 x2253 for more information.
- ☐ HOA Letter. If you are located in a homeowner's association, a letter from the HOA specifying the work that is approved for any exterior change is required.

Please note: Permits can only be issued to the property owner or a properly licensed contractor.

I have read the above information and have submitted all the required information.

Signature: _____ **Date:** _____