TOWN OF LOS GATOS

NEW RESIDENTIAL SUBMITTAL REQUIREMENTS

In order to process and expedite your request for a building permit, **please submit the items listed below <u>and include this completed checklist in your submittal</u>**. Incomplete submittals will not be accepted. **A plan check fee will be required at submittal.**

Four (4) complete stapled (down the left side) sets of **drawings 24"x36" minimum size -maximum size 30"x42"** shall include:

1. General

- ☐ **Planning Department Conditions of Approval and accompanying letter <u>must be permanently affixed (i.e., copied) onto the first sheet (contact your project planner to obtain a copy)</u>.**
- ☐ **A Compliance Memorandum shall be prepared and submitted with the building permit application detailing how the Conditions of Approval will be addressed (i.e. a line by line list stating how the conditions will be met and/or that you understand the condition).**
- ☐ *Blueprint For A Clean Bay* sheet must be the second page (available at the Building Counter for a fee of $3, at San Jose Blue Print for a fee or on our website 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 Green Building Standards Code (only Mandatory Measurers apply, see Chapter 4 for more detail), 2016 California Building, Mechanical, Electrical, Plumbing, Fire Codes, and 2016 California Energy Code; construction type, occupancy class, scope of work, sheet index, lot size, FAR, average slope of lot, square footage of structures by floor, deck and porch square footage, square footage of demolished structures, linear footage of retaining wall(s), etc.
- ☐ **<u>Grading Plans and Site Improvement Plans must be submitted under a separate package directly to the Engineering/Public Works Department at 41 Miles Ave</u>**. Contact them at (408) 399-5771 for submittal requirements and fees.

2. Architectural

- ☐ Plot/Site Plan. Location of the proposed building and all other structures (i.e. retaining walls, detached garage) 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 shall show all existing trees, including diameter, location, species, existing grade as base and driplines. Need tree protection plan: www.losgatosca.gov/documentcenter/view/15273
- ☐ Floor Plan. Provide a dimensioned floor plan that indicates the use of each room.
- ☐ Elevations. Exterior elevations showing the proposed work.
- ☐ Cross Sections. A minimum of two detailed cross sections are required.
- ☐ Details and Notes. Provide and include the applicable construction details and notes.
- ☐ Provide Construction Management Plan per www.losgatosca.gov/documentcenter/view/17600

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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 for services over 200 amps showing the size of the electrical service.
- ☐ **Mechanical**. Show the location of furnace, air conditioner, bathroom exhaust fans, kitchen hoods, venting, etc.
- ☐ **Plumbing**. Show the proposed locations of water, sewer or septic lines, gas meter, plumbing appliances and fixtures on the plans.

5. Documentation

- ☐ 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).
- ☐ 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 blue-lined on the plans.** The forms can be located at: www.energy.ca.gov/title24

6. Other documentation that may be necessary, but not required to submit

- ☐ 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 person/agency that will be performing the inspection 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.

Notes:

- Permits can only be issued to a property owner (not a tenant) or a licensed California contractor.
- No materials or containers (including debris boxes) are allowed to be stored in the public-right-of-way without first obtaining a permit to do so from the Engineering Division of the Public Works Department. Call (408) 399-5771 for requirements and fees.

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

Signature: _____ Date: _____