RESIDENTIAL PLAN SUBMITTAL INFORMATION

Building permits are required for all new construction, remodeling, or additions, such as (R.105.1):

- Garages or carports
- Fencing more than 7' high (R.105.2)
- Patio covers
- Room additions
- Hot Tubs
- Interior alterations/remodeling
- Spas
- Swimming pools
- Window changes
- Workshops, tool sheds, accessory structures, etc. greater than 120 square feet

Plumbing, gas and electric permits are required for all new installations, such as: stoves, furnaces, water heaters, garbage disposals, dryers, etc.

When applying for a building permit, you will be required to submit three sets of plans which have been approved by the Planning Division. The plans must be drawn to scale on paper at least 18" x 24" in size on a scale of no less than 1/8" equals 1 foot. All work shall comply with current code requirements including the California Green Building Standards Code.

Show the following on each set of plans:

1. VICINITY MAP:
   - A vicinity map specifies the location of a proposed project in relation to major streets in the area. It is not required to have this map drawn to scale but it should be proportional. Show at least two major cross streets and all other roadways leading to the site. A north arrow is also required. (See Figure 1 for an example.)

   ![Figure 1: Typical Vicinity Map](image)

2. PLOT PLAN:
   - The scale (Minimum 1/16", preferable 1/8")
   - A North arrow
   - The location of the new building and also the location of ALL other buildings on the lot.
   - All front, side and rear setback distances, and distances between buildings.
   - Any architectural projections such as bay windows, fireplaces, etc.
   - All easements and electric point of attachment (meter location and service drop).
   - Address and Assessor's Parcel Number. (See Figure 2 for an example.)
3. **FLOOR PLAN:**
   - Draw your floor plan to scale.
   - Most floor plans are drawn using a ¼” scale, which means that each ¼” on the drawing equals 1’.
   - If the square footage is being increased, show the layout of the addition, including any unfinished space, and label the use of all rooms.
   - Include the square footage of the entire addition.
   - Indicate the ceiling height in each room.
   - Show the location, size and type of windows.
   - Include the size of all doors and show the direction in which they open.
   - Show the location of all smoke detectors.
   - Show plumbing fixtures, exhaust fans, and other devices such as gas logs.
   - Identify which are new or altered openings in the existing structure. Show the size of new material when creating a new opening, when increasing the width of an existing opening, or when modifying other structural features such as posts, beams, or floor joists. (See Figure 3 for an example.)

4. **STRUCTURAL PLANS:**
   - These must show the foundations, structural elevations and details pertinent to the framing of the building.

5. **ELECTRICAL AND PLUMBING WORK:**
   - All electrical and plumbing work shall be performed by licensed contractors or the homeowners.
   - Show all fixtures and outlets on the plans.
   - All electrical, plumbing and mechanical items must be itemized on the permit application.

6. **GENERAL INFORMATION:**
   - Property Owner Name and address
   - Assessor’s Parcel Number
   - Building address
   - Lot size

**NO PERMITS WILL BE ISSUED WITHOUT THE REQUIRED PLANS.**

Homeowners’ permits will be issued for construction, electrical, and plumbing work, if the homeowner applicant indicates the intent to do his own work. In the event inspections show the applicant is unable to perform the work satisfactorily, the work must be performed by licensed contractors. Homeowners assume the same responsibilities as licensed contractors.

If you are going to erect a fence, be sure to check with the Planning Division at 408-615-2450 for setback requirements and height limitations.

**ALSO KEEP IN MIND THAT:**

It is unlawful to use or permit the use of any automobile, trailer, or motorhome for living or sleeping quarters in any place in the City of Santa Clara.

If you intend to convert/remodel your attached garage to a playroom or bedroom, you will be required to build another garage or carport on your property before remodeling. Please consult with the Planning Division at 408-615-2450 prior to submitting a permit application for this type work.

School Development fees will be imposed by the local school district if additions equal 500 square feet or greater.

Building permit fees are based on the cost of the scope of work. Current valuation rates are used to determine your fees.
SAMPLE PLOT AND ROOF PLAN

5' Min. or provide fire rated construction and protected openings

Outside face of wall

Figure 2

MIN. SCALE — 1/16"
PREFERABLE — 1/8"
5' min. or 1-hr fire resistive wall and protected openings.

NOTE: REQUIRED MINIMUM WINDOW/ GLAZED AREA MUST EQUAL 8% OF ROOM FLOOR AREA AND MINIMUM 4% OPENABLE.

BEDROOM WINDOWS REQUIRE 44" MAX. FROM CLEAR OPENING TO FINISH FLOOR

NOTE: In the sample Archway needed to provide light and ventilation for kitchen.

SHOW OUTLETS, ROOM SIZES AND WINDOW SIZES OR ANY HABITABLE ROOMS, BATHROOMS OR GARAGES

EXISTING KITCHEN (11' x 21'6"")

EXISTING GARAGE (show dimensions)

YOUR NAME:
PROPERTY ADDRESS:
ASSESORS PARCEL NUMBER:
TELEPHONE:
SIGNATURE OF PREPARER:
MINIMUM SCALE = 1/8"
PREFERABLE SCALE = 1/4" = 1'

SAMPLE FLOOR PLAN

Figure 4. - Elevation