



BUILDING PERMIT CHECKLIST FOR APPLICANTS

Project Address: _____ Building Permit No.: _____

Plans Review Document Format & Requirements:

- Visit [Electronic Plan Submittal Guide](#) for plan review document format requirements.
- Completed [Building Permit Application](#) form with plan check fee.
- Stamped and signed structural calculations.
- Stamped and signed soil/geotechnical report.
- Signed Title 24 energy compliance forms, incorporate these forms as part of the plan sheets.
- Lot coverage, setbacks, exterior building elevations and zoning information on plans.

Fees & Approvals from Different Departments:

- Planning approval required.
- Engineering development fees required.
- Engineering encroachment permit required.
- Street opening permit required (Engineering).
- Lot line adjustment or subdivision map required (Planning & Engineering).
- Easement or right of way required (Engineering).
- Other Engineering approval required: covenant, vacation, bonds, _____
- Fire Department approval required.
- Silicon Valley Power (SVP) Electric - Utility Department approval required.
- Water Department approval required.
- School Impact Fee required.
- Santa Clara County Health Department approval required.

Note: This checklist is to assist applicant to provide complete plan check documents and to acquire out the necessary departments' clearance prior to issuance of a building permit. This is only a guide and is not a comprehensive list for all projects.

Applicant's Name: _____ **Signature:** _____ **Date:** _____
(Print Name)