



## RESIDENTIAL PLAN SUBMITTAL CHECKLIST

Generally, building permits are required for all new construction, remodeling, or additions, such as the following:

- |                                 |   |
|---------------------------------|---|
| Garages or carports             | Spas                                      |
| Fencing more than 7' high       | Swimming pools                            |
| Patio covers                    | Window size changes or new windows        |
| Room additions                  | Accessory structures over 120 square feet |
| Hot Tubs                        | Photovoltaic system installations         |
| Interior alterations/remodeling | Reroofing                                 |

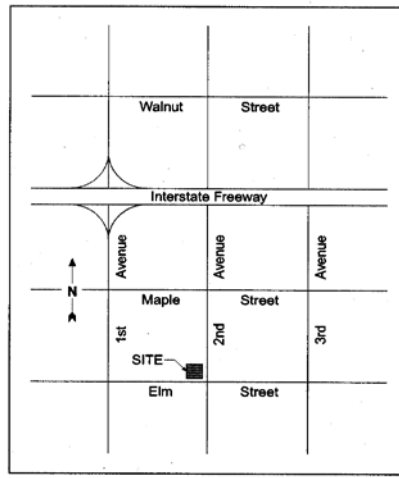
Plumbing, gas and electric permits are required for all new installations, such as: stoves, furnaces, water heaters, garbage disposals, dryers, etc.

When applying for a building permit, you will be required to submit plans that 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 Residential Code, California Electrical Code, California Plumbing Code, California Mechanical Code, California Green Building Standards, and California Energy Code.

### 1. TITLE SHEET

- Project Address and APN number.
- Owner and Designer name and contact information.
- Written scope of work.
- Occupancy group and type of construction.
- Fire sprinkler system.
- Sheet Index.
- Building flood zone.
- 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



## 2. PLOT PLAN (min 1/8" = 1')

- A North arrow.
- Full parcel with property lines, lot dimensions, and street names.
- Location, dimension and type of easements.
- Location and identification of all utility meters and overhead.
- Footprint and roof line with overhangs/projections for all structures located on the site, including the main building, accessory structures, covered patios, carports, etc.
- Front, side and rear setback distances, and distances between buildings.

## 3. FLOOR PLANS AND ROOF PLANS (min 1/4" = 1')

- Existing floor plan with room layout and uses. Identify the walls being demolished.
- New dimensioned floor plan with room layout and uses. Identify the new walls.
- Indicate the ceiling height in each room.
- Show the location, sizes and types of operation of new and existing windows and doors. Show safety glazing as applicable.
- Show plumbing fixtures other fixtures such as kitchen stove, fireplace, and other electrical or mechanical devices.
- Roof plan: show ridge, valley and hip line; roof drainage pattern; roof slope, and overhang dimensions.
- Attic ventilation calculations and location/size of attic/roof vents.

## 4. ELEVATIONS AND SECTIONS

- Front, rear, and side elevations of existing and proposed works.
- Roof slope, roofing material and underlayment.
- Exterior wall finishes and underlayment.
- Finished floors and interior heights for all levels.
- Grade elevation.
- Existing and new windows and doors.
- Under-floor ventilation calculations and location/size of crawlspace vents.
- Cross section in each direction. Show ceiling height, insulation R-values of the walls, floor, and roof/ceiling if applicable.

## 5. DETAIL SHEETS

- Window and door schedule.
- Roof eaves and exterior walls.
- Stair rise and run, guardrails, handrails, and other associated elements.

## 6. STRUCTURAL FOUNDATION PLANS

- Material specification.
- New and existing footing location with dimensions.
- Slab thickness.
- Slab and footing reinforcement.
- Anchor bolt and hold-down location/schedule.
- Applicable sections and details.
- Supporting calculations shall be submitted as separate documents.
- Special inspection form, if applicable.  
<http://santaclaraca.gov/home/showdocument?id=50398>

## 7. STRUCTURAL FLOOR AND ROOF FRAMING PLANS

- Size and spacing of floor joists and ceiling joists, beams and girders.
- Size and spacing of rafters, ridge, hip/valley members.
- Header and post sizes.
- Shear wall location, shear wall nailing, and schedule.
- Framing hardware including hold-downs, straps, connection hardware.
- Floor and roof sheathing and nailing specifications.

- Prefabricated Roof trusses: Show layout and spacing of trusses, girder truss locations and supports, collector trusses with drag load, truss connection hardware to below framing members. Truss calculations shall be submitted for review as part of the original submittal or deferred submittal. Truss plan review letter from the EOR must also be submitted.
- Applicable sections and details.
- Supporting calculations shall be submitted as separate documents.

## 8. MECHANICAL, PLUMBING, AND ELECTRICAL PLAN

- New receptacle outlets, light switches, light fixtures, and exhaust fans. Lighting shall meet requirements of California Energy Code for low-rise residential building.
- Smoke detectors and CO detectors.
- Electrical service panel size (amperage) and location.
- New and existing furnace, water heater, AC unit, and access points.
- Gas single line diagram is required when there is an addition of gas-based appliances, or a relocation of gas-based appliances. Gas pipes shall be sized based on the BTU of all gas appliances in the building and the farthest distance from the gas meter to the appliances. CPC Figure 1216.1.1 and Table 1216.2(1).
- New EVCS if applicable (identify level 1 or level 2), electrical sub panel serving EV.

## 9. ENERGY CALCULATIONS

- Performance method shall be signed by the energy consultant and the designer.
- Prescriptive method can be used meeting prescriptive requirements of the California Energy Code.
- All CF-1R forms shall be printed on plan.

## 10. CALGREEN CHECKLIST

- <http://santaclaraca.gov/home/showdocument?id=50482>

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

Permits will be issued to a property owner for construction, electrical, mechanical and plumbing work if the homeowner indicates the intent to do his own work. During inspections, if 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.

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

### OTHER RESTRICTIONS AND REQUIREMENTS

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.

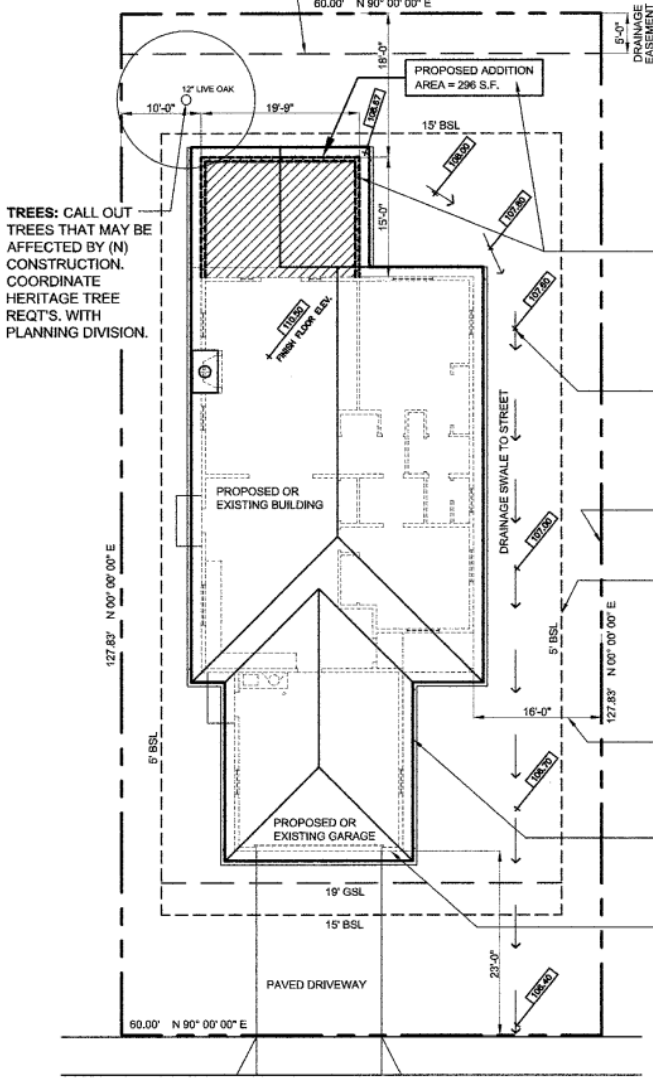
Building permit fees are based on the cost of the scope of work. Current valuation rates are used to determine your fees.



**SAMPLE PLOT AND ROOF PLAN**

**TYPICAL TYPE V RESIDENTIAL CONSTRUCTION**

EASEMENTS: SHOW AND DIMENSION EASEMENTS (IF ANY)



THIS DRAWING DEPICTS MINIMUM CODE REQUIREMENTS PER CRC. THIS INFORMATION IS FOR REFERENCE ONLY AND IS NOT A SUBSTITUTE FOR ACCURATE DRAWINGS PREPARED FOR EACH PROPOSED CONSTRUCTION PROJECT.

**ADDITIONS:** CLEARLY DEPICT ADDITIONS AND OTHER PROPOSED ALTERATIONS SO THAT EXISTING CONDITIONS AND NEW WORK ARE EASILY AND ACCURATELY UNDERSTANDABLE. PROVIDE A BRIEF SCOPE OF WORK TO CLARIFY ALL PROPOSED WORK. USE LINE WEIGHT AND DOTTED LINE TYPES TO DISTINGUISH BETWEEN NEW (N) WALLS AND EXISTING (E) WALLS TO BE REMOVED AND EXISTING (E) WALLS TO REMAIN.

**DRAINAGE:** SLOPE AWAY FROM PERIMETER OF BLDG. AT 5% FOR 10' OR PER ENGINEERED DESIGN. SHOW DRAINAGE SLOPES AND ELEVATIONS AS NECESSARY TO DEPICT POSITIVE DRAINAGE AT 2% TO STREET OR PER ENGINEERED DESIGN. PROVIDE SWALES AND OTHER DRAINAGE STRUCTURES IF NECESSARY. (CBC 1803.3)

**PROPERTY LINES:** ACCURATELY AND CLEARLY SHOW METES AND BOUNDS AND OTHER LEGAL SITE LINES SUCH AS EASEMENTS.

**BUILDING AND GARAGE SETBACK LINES:** ACCURATELY AND CLEARLY SHOW REQUIRED SETBACK LINES AT FRONT, REAR, SIDES AND GARAGE (VERIFY WITH PLANNING DIVISION). DIMENSION PROPOSED BUILDING WALLS (TO EXTERIOR FACE OF STUDS - FACE OF CONC. FDN.) SHOWING THAT BUILDING WILL COMPLY WITH SETBACK REQUIREMENTS.

**BUILDING LOCATION AND DIMENSIONS:** ACCURATELY AND CLEARLY SHOW THE BUILDING LOCATION AND DIMENSIONS TO PROPERTY LINES. IF NOT KNOWN, A PROFESSIONAL ENGINEERING SURVEY MAY BE REQUIRED TYPING THE BUILDING AND PL INTO KNOWN LEGAL CONTROL POINTS.

**ROOF PLAN:** SHOW ROOF PLAN ON DRAWINGS. (SOMETIMES CAN BE INCLUDED ON SITE PLAN AS SHOWN HERE.) INCLUDE RELATED NOTES SUCH AS FOR GUTTERS AND DOWNSPOUTS.

**ILLUMINATED ADDRESS SIGN:** CALL OUT AND SHOW LOCATION OF (E) OR (N) REQUIRED ILLUMINATED ADDRESS SIGN.

**PROJECT DATA:** SITE PLAN SHEET CAN BE USED AS COVER SHEET. IN THAT CASE ADD APPROPRIATE PROJECT DATA SUCH AS:

- CODES: CRC, CBC, CMC, CPC, CEC, CFC & CA. ENERGY CODE
- SCOPE OF WORK
- SUMMARY OF (E) AND (N) AREAS
- REFERENCE TO SOILS REPORT
- NAMES AND CONTACT INFO OF DESIGN TEAM MEMBERS
- INDEX OF DRAWINGS (UNLESS SIMPLE SEQUENCE IS USED)
- SEISMIC DESIGN CATEGORY
- SUs
- ZONING DISTRICT
- ASSESSORS PARCEL NUMBER (APN)
- SPECIAL INSPECTION REQUIREMENTS
- DEFERRED TRUSS SUBMITTAL NOTES
- VICINITY MAP, ETC.

**SITE PLAN**

APPROX. AREA OF EXIST. HOUSE = 1,622 S.F.  
 PROPOSED ADDITION AREA = 296 S.F.  
 PROPOSED TOTAL HABITABLE AREA = 1,918 S.F.  
 EXISTING GARAGE AREA = 470 S.F.  
 LOT AREA = 7,670 S.F.  
 LOT COVERAGE = 31 %

SCALE: 1" = 20'-0"

Provide consistent Title Block on all sheets. Leave margin on all sides. This scale is for example only. Use 1"=20'-0" or 10'-0" or other scale as needed to display site conditions. Typical min. sheet size is 11" x 17"

NAME, ADDRESS AND PHONE NO. OF DESIGNER XXX XXX XXX XXX XXX XXX XXX XXX  WET SIGNATURE OF DESIGNER ON EACH SHEET (AND PROFESSIONAL STAMP IF APPLICABLE)	<b>EXAMPLE RESIDENCE</b>	<b>SITE PLAN</b>  SAMPLE DRAWING	SCALE: 1" = 20'-0" DATE: .
			SHEET NO. <b>A1</b>

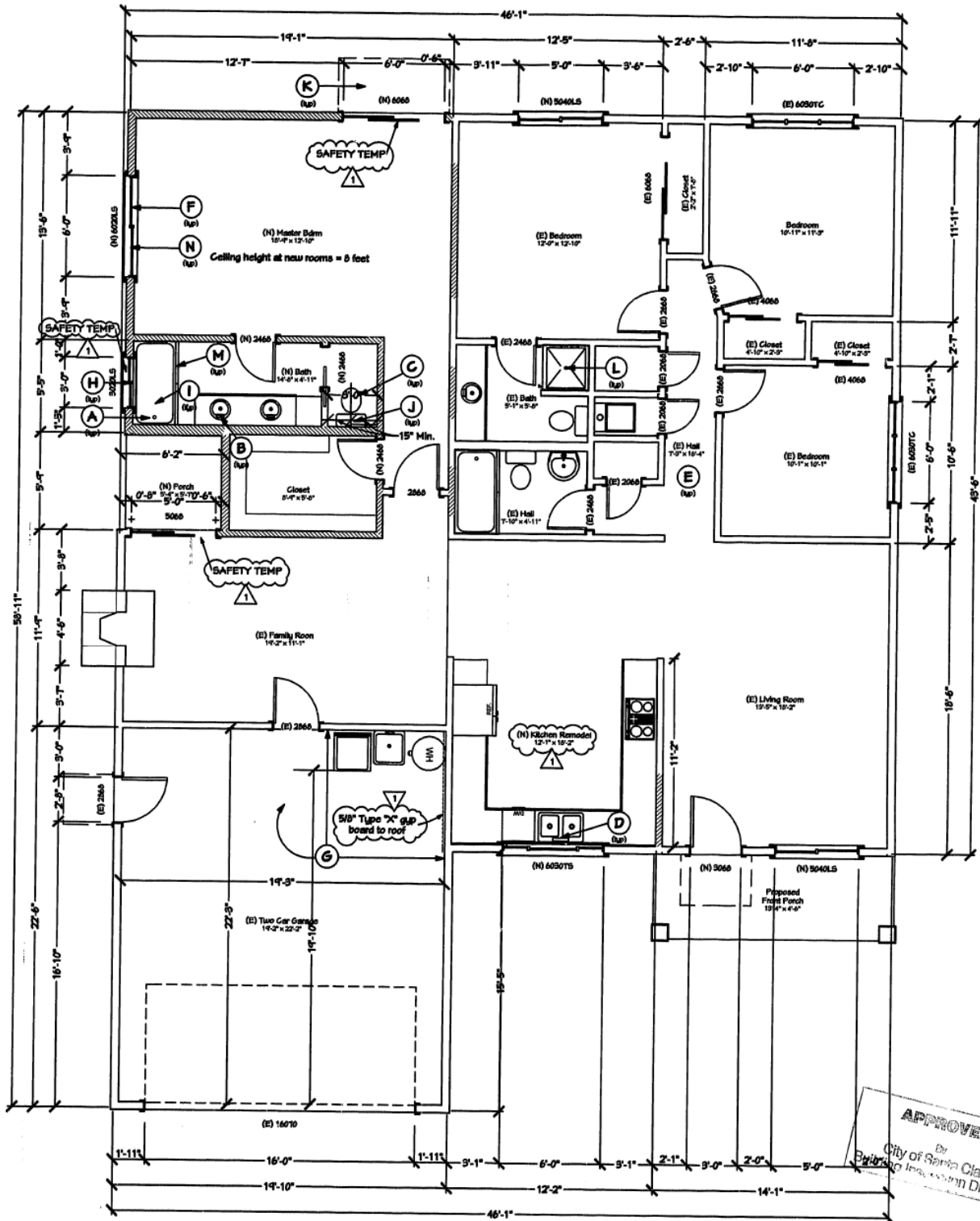


# City of Santa Clara

The Center of What's Possible

Building Division: 408-615-2440  
 Email: Building@santaclaraca.gov  
 Permit Center: 408-615-2420  
 Email: PermitCenter@santaclaraca.gov  
 Automated Inspection Scheduling System: 408-615-2400

## SAMPLE FLOOR PLAN



**PROPOSED FLOOR PLAN**

SCALE 1/4"=1'-0"

**APPROVED**  
 By: [Signature]  
 City of Santa Clara  
 Building Inspection Div.





# City of Santa Clara

The Center of What's Possible

Building Division: 408-615-2440  
Email: Building@santaclaraca.gov  
Permit Center: 408-615-2420  
Email: PermitCenter@santaclaraca.gov  
Automated Inspection Scheduling System: 408-615-2400

## SAMPLE ELEVATIONS, SECTION, ROOF FRAMING & FOUNDATION PLANS

