



**City of
Santa Clara**
The Center of What's Possible

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**SUBMITTAL REQUIREMENTS FOR NEW HOUSING
 SINGLE DWELLING/ DUPLEX/ ACCESORY DWELLING UNIT**

| SUBMITTAL REQUIREMENTS MATRIX | | | | | | | | | | |
|--|--|--------------------------|--------------------------|--------------------------|------------------------------------|----------------------------|---------------------------------|--------------------------|-----------------------------|--------------------------|
| New Housing (Single Dwelling / Duplex / Accessory Dwelling Unit) | | | | | | | | | | |
| APPROVAL TYPE | SUBMITTAL REQUIREMENTS (See Legend Below) | | | | | | | | | |
| See Submittal Requirements List (below) for detailed submittal requirements. | 1. General Requirements | 2. Site Plan Package | 3. Architectural Package | 4. Structural Package | 5. California Energy Documentation | 6. Structural Calculations | 7. Truss Plans and Calculations | 8. Geotechnical Report | 9. Flood Plain Requirements | |
| | Single Dwelling / Duplex / ADU – New Building | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Single Dwelling / Duplex / ADU – Addition | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Single Dwelling / Duplex / ADU – Conversion | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| LEGEND | | | | | | | | | | |
| <input type="checkbox"/> = Required <input type="checkbox"/> = Conditionally required depending on project design characteristics | | | | | | | | | | |

SUBMITTAL REQUIREMENTS LIST
New Housing (Single Dwelling / Duplex / Accessory Dwelling Unit)

This list must be used in conjunction with the Submittal Requirements Matrix. The Submittal Requirements Matrix establishes the documents/plans that are required based upon the scope of work you are applying for. Acceptance of projects for review by the City depends upon the accuracy and completeness of the submitted plans and documents. This Submittal Requirements List establishes the minimum details that must be included in all plans and documents. The design professional should use this list when preparing project packages for review. Plans or documents missing any of the required detail may not be deemed complete (accepted into plan check). Additional information or clarification may be requested during the review process or prior to permit issuance.

Conditional: Where the word “Conditional” appears before the document and/or detail, this information will be required if those conditions are applicable to the proposed project.

Recommended: Where the word “Recommended” appears before the document and/or detail, the information is provided as a suggestion for improving the review process and is not required to accept your project for review. However, the recommended items may be a plan check correction item and required to be submitted for subsequent reviews. It is recommended that you provide the documents and information to reduce the number of review cycles.

All other detail is required unless not applicable to your project.

1. GENERAL REQUIREMENTS

- 1.1 **Building Permit Application:** Completed [Building Permit Application](#) form with plan check fee.
- 1.2 **Plan Review Document Format & Requirements:** Visit [Electronic Plan Submittal Guide](#) for plan review document format requirements.
- 1.3 **Conditions of Approval:** All conditions of approval for this Permit if applicable shall be reprinted and included within the first three sheets of the building permit plan sets submitted for review and approval.
- 1.4 **Project Information:** Provide, in a table format, the following information on the first sheet of the plans:
 - **Scope of Work** - Include a bullet point narrative that details the complete scope of work for the submittal.
 - **Sheet Index** - List all sheets included in the plan package.
 - **Project Team** - List name and phone number of all design professionals including engineers, architects, designers.
 - **Property Owner** name(s) and address(es).
 - **Assessor Parcel Number(s)** for the property on which the development is proposed.
 - **Lot Size.**
 - **Uses** - Existing and proposed (e.g., Single Dwelling Unit, Duplex, Accessory Dwelling Unit)
 - **Type of Construction** of existing and proposed structures per the California Building Code or California Residential Code.
 - **Occupancy Classification(s)**, existing and proposed, per the California Building Code or California Residential Code.
 - **Flood Zone** – Provide flood zone information (A, AE, AH, AO, X, etc.)
 - **Number of stories** (existing and proposed).
 - **California Building Standards Code year** used for the design of the project.
 - **Zoning** designation and/or overlay zone designations
 - **Floor Area Ratio (FAR)** - Provide the proposed FAR for the property.
 - **Floor Area Summary** - For new construction and additions, provide the gross floor area (existing area to remain, new area, and total area) per floor. Include exterior walls in gross floor area.
 - **Fire Sprinklers:** Yes/No, Type
- 1.5 **Scale:** Plans must be drawn accurately to scale, with the scale indicated on the plans.
- 1.6 **North Arrow**
- 1.7 **Legend:** Sheets must have a legend that clearly indicates the meaning of all graphic symbols.
- 1.8 **Deferred Submittals** – List of all deferred submittals. Items allowed as deferred submittal are noted in this list as “may be deferred”.
- 1.9 **Conditional - Responsible Charge:** Plans shall be prepared, stamped and signed by either a California registered architect or California professional engineer in accordance with Business and Professions (B&P) Code Sections 5535 thru 5538, unless otherwise exempt per B&P Code. Visit [When is a California Licensed Professional Engineer or Registered Architect Required](#) for more information.
- 1.10 **Cal Green Standards and City adopted Reach Code:** Provide notes and details to show compliance with the California Green Building Standards Code and adopted Reach Code.

2. SITE PLAN

A site plan is required for all projects and shall include the following information as necessary to demonstrate compliance with legal lot status, distances of proposed construction to property lines and other structures, etc.

- 2.1 **Property Lines:** Show, label, and dimension all property lines.
- 2.2 **Setback Lines:** Show and label all required and proposed setback lines.
- 2.3 **Easements:** Show and label all existing and proposed easements, including the type of easement. Provide a note on the plan stating, “All easements on the subject property are accurately shown and identified on this sheet.” This note must be signed by the design professional responsible for the preparation of the plan.
- 2.4 **Street/Right of Way:** Show and label all existing and proposed streets, parkways, sidewalk, curb cuts, driveways, curb to property line distances. Indicate any separate permit for proposed improvements in the public right of way or public service easements.
- 2.5 **Drainage:** Show existing and proposed drainage patterns, including roof drains and area drains.
- 2.6 **Structures and Hardscape:** Show location and dimensions of all existing and proposed buildings and structures, including accessory structures such as fences, walls, patio covers. Hardscape (pavement) shall be delineated and identified by a symbol/pattern.
- 2.7 **Fire Separation Distances:** Show the separation distance between adjoining buildings or structures and the distance from property lines to all buildings or structures.

- 2.8 Projections:** Show and dimension all architectural projections such as stairs, balconies, eave overhangs etc.
- 2.9 Utilities:** Show all existing and proposed utilities on the property including electrical meters, electric sub-panels, gas meters and gas lines, etc. Show overhead and underground utility lines. Included size and type of existing and proposed utilities. Show locations of new water heater, air conditioner, furnace, etc. if applicable.
- 2.10 Gas Line Diagram:** for projects involving installation or relocation of gas appliances, provide floor plan and line diagram of gas piping and location of gas meter. Line diagram shall indicate the maximum length of gas piping (or length of branches if calculation is done for each pipe branch).

3. ARCHITECTURAL PACKAGE

This package consists of floor plans, elevations, roof plans, building sections, door & window schedules, architectural details, etc.

- 3.1 FLOOR PLAN** - Provide a floor plan of all floors; indicate use of all rooms (existing and proposed); show all balconies, attached decks, covered porches and patios, etc.
- **Dimensions:** Show dimensions to all proposed spaces and notable features, including but not limited to walls, columns, doors, windows, stairs, etc.
 - **Floor Levels:** Indicate all floor levels (i.e., ground floor, second, third, etc.). Identify any level changes within floors.
 - **Ceiling Heights** – Note the ceiling height of each room.
 - **Doors and Windows:** Identify and show all doors and windows. Cross reference doors and windows to the door and window schedule.
 - **Conditional - Demolition Floor Plan:** Where portions of any structure are to be demolished or altered, provide a demolition floor plan. Submit a clear, fully dimensioned demolition sheet for each floor that shows and identifies all walls, windows, doors, stairs, appliances, plumbing fixtures, etc., to be altered or removed.
 - **Plumbing Fixtures:** Show all existing, proposed and relocated plumbing fixtures.
 - **Plumbing & Mechanical Equipment:** Show location, size, make and model of proposed heating equipment and water heater.
 - **Bathroom Fixture Clearances** – Specify and show required fixture clearances and dimensions, e.g., minimum shower size, toilet, and lavatory clearances, etc.
 - **Attic Access** – Show location and size of attic access.
 - **Electrical Floor Plan:** Show and specify electrical appliances, receptacle outlets, light fixtures, switches, meter panel, sub panel(s), etc.
 - **Electrical Smoke Detectors/Carbon Monoxide Alarms:** show all existing, proposed and relocated smoke detectors and carbon monoxide alarms.
 - **Conditional - Stairways:** Indicate the location and travel direction of all stairways.
 - **Conditional - Fire Resistive Construction:** Where fire resistive construction is proposed, show fire resistive construction components of the building on the floor plans. These components may include occupancy separation walls, fire barrier, fire partitions, and other rated means of egress systems.
 - **Conditional – Solar PV Systems:** If proposing solar system, provide a building layout plan indicating location of roof-mounted photovoltaic array.
 - **Conditional – Solar PV Manufacturer’s Electrical Data Sheets:** if proposing solar system, provide specification of the PV modules and the inverter, showing all electrical information.
 - **Recommended - Grid Lines:** The grid lines specified on the architectural plans must be consistent with grid lines shown on structural plans.
- 3.2 ELEVATIONS** - Required for new construction or alterations that impact the exterior of the buildings and shall include the following:
- **Elevation Labels:** Drawings must be separate and labeled North Elevation, South Elevation, East Elevation and West Elevation. All elevation plans must be drawn accurately to scale and fully dimensioned.
 - **Grades:** Clearly show and label existing and proposed grades.
 - **Floor Elevations:** Indicate all finished floor elevations.
 - **Building Height:** Indicate building heights.

- **Exterior Finishes** – Specify and show all exterior finish materials.
 - **Conditional – Underfloor and Attic Ventilation:** Indicate the size, location and type of all underfloor and attic vents if applicable.
 - **Architectural Details:** Show and label exterior architectural details and location of all windows, doors, balconies, and other architectural features.
- 3.3 Conditional - ROOF PLAN:** Required for all new construction or any modification to the existing roof and shall include the following:
- **Roof Detail:** Show all hips, valleys and ridges, drains and overflow drains.
 - **Material:** Show roofing material with complete specifications.
 - **Screening Elements:** Indicate any mechanical equipment and details of any architectural screening element.
 - **Conditional - Vents/Skylights/Chimneys:** Show location and type of all roof vents, chimneys and skylights if applicable.
- 3.4 BUILDING SECTIONS** shall include the following information:
- **Framing:** Show sections across floors, walls, and roof and include the insulation R values.
 - **Elevations:** Show finish floor and roof level elevations.
 - **Conditional - Ceilings:** Show ceiling framing, height of ceiling, suspended ceiling, dropped ceilings and soffits.
 - **Conditional - Architectural Projections:** Show all interior and exterior architectural projections. Include stairs, balconies and eave overhangs.
 - **Conditional - Stories:** Provide cross section views of the building such that the numbers of stories are clearly identified. Cross reference building sections to architectural floor and site plans.
 - **Conditional - Stairs:** Show stairs in the building cross sections.
- 3.5 DOOR AND WINDOW SCHEDULES**
- **Door and Window Schedules:** The schedule should include size, type, hardware, fire rating, U factor (overall coefficient of thermal transmission), and SHGC (Solar Heat Gain Coefficient) for all fenestration.
 - **Recommended - Finish Schedule:** Provide a finish schedule. This schedule should include finishes for walls, ceilings, and floors.
- 3.6 ARCHITECTURAL DETAILS**
- **Stairs, Handrails and Guardrails:** Provide dimensioned architectural details of all stairs, handrails and guardrails.
 - **Fire Resistive Details:** When proposed construction involves fire resistive assemblies, provide fire resistive details of walls, ceilings, floors, roofs, shafts and penetrations.
 - **Attic and Underfloor Ventilation:** Provide ventilation calculations and specifications for attic and underfloor ventilation. Show vents on Elevations and Roof Plans.

4. STRUCTURAL PLAN PACKAGE

Structural Plan Package is required for all construction that involves any new construction, modification to existing structure, additions to existing structures, and major changes of use. The structural plan package includes schedules and construction specifications, foundation plans, framing plans and structural details.

4.1 SCHEDULES AND CONSTRUCTION SPECIFICATIONS

- **Structural Notes**
- **Nailing Schedule:** When the construction involves wood components, provide a complete nailing schedule consistent with the California Building Code or the California Residential Code.
- **Construction Specifications:** Provide complete construction specification for materials used on the project. The materials may include concrete, wood, steel, masonry, etc.
- **Conditional - Shear/Braced Wall Panel Schedule:** Show shear/braced wall schedule, if applicable (wood construction) and identify all shear/braced walls, specifications, and nailing requirements.
- **Conditional - Statement of Special Inspection:** List required special inspection(s).
- **Recommended - “Basis of Structural Design” information:** The “Basis of Structural Design” information must include design loads such as dead, live, wind, and seismic, seismic design criteria

information, soil profile information and condition of soil information.

4.2 FOUNDATION PLAN - Provide the following details on foundation plans:

- **Dimensions:** Show completely dimensioned foundation plans. The foundation plan must incorporate the foundation system as recommended in the Geotechnical Investigation Report.
- **Retaining Walls:** Show location, height, and complete details of all proposed retaining walls.
- **Footings and Grade Beams:** Show continuous and spread footings and grade beams. Include dimensions, reinforcement size and spacing.
- **Anchors/Bolts:** Show location, size and spacing of hold down anchors and anchor bolts.
- **Conditional - Slab Details:** Show slab thickness, size and spacing of reinforcing steel, including tendon layout for post tension slab. Show under slab vapor retarder and capillary break when required by CalGreen.
- **Conditional - Caissons and Piers:** Show size and dimensioned location of caissons and piers. Specify rebar size and spacing when the foundation system includes caissons and piers.
- **Conditional - Design:** A licensed professional engineer must design the foundation system when the foundation is supported on expansive soils or fill soils per Chapter 18 of the California Building Code or Section R401.4 of the California Residential Code.

4.3 FRAMING PLANS - FLOOR, ROOF & CEILING

- **Framing Members:** Show the material, size, location, direction, span, and spacing of all framing members. The framing members include headers, beams, girders, floor joists and/or trusses and ceiling framing.
- **Posts/Columns:** Identify posts and columns on the plans by size, type, location and spacing.
- **Diaphragms:** Specify type and thickness of floor and roof diaphragms.
- **Roof framing:** Identify all ridge, hip and valley members by size and framing system.
- **Bearing & Shear Walls:** Identify bearing walls, and shear walls above and below floor/roof levels.
- **Nailing:** Identify roof and floor diaphragm nailing pattern. Shows nail type, size and spacing.
- **Conditional - Reinforcing Steel:** Show reinforcing steel grade size and spacing for post-tension and conventionally reinforced concrete members.
- **Conditional -Lateral Load Resisting Frames:** Identify by type and location all lateral load resisting frames on the plans. Provide frame elevations and cross reference to the detail sheets.
- **Conditional – Solar Photovoltaic (PV) System:** Show support system for roof PV installations. Show method of attachment to the supporting system.

4.4 STRUCTURAL DETAILS - Details shown on the construction documents should be specific to the project. All details not applicable to the project must be either removed from the project documents or be noted as being “not applicable.”

- **Cross Section:** Provide cross section details of all free-standing walls, structures, and fences.
- **Framing Detail:** Provide framing detail of all walls, floors, roofs, stairs. Specify size, type, and spacing of all members.
- **Shear Transfer Details:** Provide shear transfer details (show blocking, nailing, bolts).
- **Conditional - Connection Details:** Provide connection details representative of the assumed framing and support elements used in the engineering of the structural system of the project. The connection details should include connection for all structural elements such as columns, beams, walls, floor framing elements. Show all hardware, nails, welds, and reinforcing bars.

5. CALIFORNIA ENERGY DOCUMENTATION

Energy documentation is required to indicate compliance with the California Energy Commission regulations.

- 5.1 CF1R Forms (Residential Certificates of Compliance) must be reproduced on the plans.
- 5.2 When using Performance approach, submit a complete performance package using the most current version of California Energy Commission (CEC) approved computer program.
- 5.3 If your project scope includes HERS measures, CF1R documents need to be completed through a HERS Provider's registry.

- 5.4 For all new construction projects with solar PV requirements, the solar PV plans shall be included with the building permit package. The solar PV plans will not be allowed to be submitted as deferred submittal.

6. Conditional - STRUCTURAL CALCULATIONS

Required for new buildings and structures and for modifications to existing buildings and structures. Buildings that are designed in full compliance with the conventional construction provisions of the California Building Code or the California Residential Code may not require structural calculations.

- 6.1 **Responsible Charge:** First sheet of calculations shall include the name, stamp, and signature of the licensed engineer or architect who prepared or is responsible for the calculations.
- 6.2 **Design Loads:** Tabulate and itemize, on the first sheet of the calculations, the design loads used on the project. These loads will include dead loads, live loads, seismic and wind lateral loads. (Show summary of assumptions made in the engineering design.)
- 6.3 **Construction Details:** All construction details shown in the structural calculations must be on the plans and cross referenced to applicable locations on the roof, floor or foundation plans.
- 6.4 **Computer Generated Calculations:** All computer-generated structural calculations must be based upon the governing building codes. Provide documentation showing compliance with this requirement that shows the programming logic of computer-generated or computer calculated structural calculations. There are several standardized recognized and accepted programs that may not need this documentation to be presented at submittal.

7. Conditional - TRUSS PLANS AND CALCULATIONS

When prefabricated trusses are proposed, plans must be accompanied by truss calculations and details and must meet the following submittal requirements.

- 7.1 **Plans:** The framing plan for the roof or floor shall include a complete layout of the trusses with the identification of the trusses. Name and address of the manufacturer of trusses must be shown on truss framing plan. Truss framing plan and each sheet of the truss details shall be stamped and signed by the California registered civil or structural engineer in responsible charge of design of trusses.
- 7.2 **Details:** Shear transfer details compatible with the truss system must be shown on the plans.
- 7.3 **Design Loads:** A summary of the loading criteria for the design of the trusses must be shown on the plans.
- 7.4 **Truss Calculation:** Provide truss calculations, indicating loading criteria and member sizes. The first page of truss calculations and each page showing truss details and specifications shall be stamped and signed by the California registered civil or structural engineer in responsible charge of design trusses.
- 7.5 **Identification:** Each truss shall be identified with a truss identification number which is referenced on floor or roof framing plans.
- 7.6 **Design Loads:** The specified dead, live and seismic or wind lateral loads used in the design must be comparable to the design loads assumed in the engineering calculations of the building.
- 7.7 **Loads:** Any special loading conditions on trusses such as concentrated drag or chord loads must be shown on the plans.

8. Conditional – GEOTECHNICAL REPORT

A geotechnical investigation report shall be submitted for new residential buildings, locations in hillside areas, locations with questionable soil characteristics, expansive soil, earthquake fault zones, liquefaction zones, landslide zones, or as required by the Building Official.

- 8.1 **Project and Site Specific:** The Geotechnical Investigation Report must be specific to the proposed project and project site.
- 8.2 **Responsible Charge:** Geotechnical Investigation Report and other geotechnical documents must be stamped and signed by appropriately licensed professionals as required by State law.
- 8.3 **Date:** Geotechnical Investigation Reports shall not be more than two years old unless accompanied by an addendum geotechnical investigation report or update letter less than two years old that states the finding, conclusions, and recommendations remain valid for the proposed project.

9. Conditional – FLOOD ZONE REQUIREMENTS

When the proposed work is new construction or substantial improvement in a Special Flood Hazard Area (SFHA), the project shall comply with the Santa Clara Flood Damage Prevention Codes

- 9.1 **Drawings:** The projects drawings shall be designed to comply with the City's floodplain ordinance and building/residential code requirements.
- 9.2 **Flood Elevation Certificates:** A pre-construction Elevation Certificate (EC) shall be submitted to the City for review and approval prior to permit issuance. The information shown in the EC shall be reflected on the construction drawings. A post construction EC shall be submitted for review and approval prior to the building permit can be finalized.
- 9.3 **Other Flood Certificates:** For project with engineered flood opening, the pre- and post-construction engineered flood opening certificate shall be submitted to the City for review and approval.