



City of Santa Clara

Building Division
1500 Warburton Ave.
Santa Clara, CA 95050
www.santaclaraca.gov

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

BUILDING PERMIT CHECKLIST FOR APPLICANTS

Project Address: _____ Plan Check #: _____

Correct number of complete plan sets. Three (3) sets of drawings minimum (2 sets must have wet stamp and wet signature of registered design professionals are required for permit sets). One additional set if required by the Assessor's Office; extra sets are required if review is required by other departments.

Two (2) sets of signed and stamped structural calculations

Two (2) sets of signed energy calculations, included in plan set sheets

Completed permit application form with plan check fee

Two (2) sets of soils or geotechnical report

Lot coverage, set backs, exterior elevations and zoning information on plan

Planning approval required

Engineering development fees required

Engineering encroachment permit required

Street opening permit required (Engineering)

Lot line adjustment or subdivision map required (Planning and Engineering)

Easement or right of way required (Engineering)

Other Engineering approval required: covenant, vacation, bonds, _____

Fire Department approval required

School Impact Fee required

Santa Clara County Health Department approval required

Electric - Utility Department approval required.

Water 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.

Date

Applicant Signature