



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

DEVELOPMENT PROJECT SEQUENCE INDUSTRIAL, COMMERCIAL, PUBLIC BUILDINGS & APARTMENTS

**This handout may not include all information about your project and information is subject to change.*

Preliminary Review

Preliminary review helps you to obtain the answers that you need to determine the feasibility of your development project and prepare you for successful submission of your project. This service is offered prior to a formal submittal to the City and may be arranged through the Planning Department or the Building Official. Large or complicated projects require that plans and documents be approved by the Planning Department unless a concurrent review is approved by the project planner.

Outside Agencies Required

Other agencies may have requirements for a development projects, such as development fees or reviews.

Some of these agencies are:

School District – development impact fees

BAAQMD-obtain J number or certification that no asbestos is present

OSHA-Obtain required clearances for excavations deeper than 5 feet

Health Department-Obtain County Health Department approval

State Water Pollution Control-Obtain NOA

Civil Engineer-Obtain flood plan elevation certificate

Development Review

Development and environmental review by Planning involves determination of the zoning, allowed uses, development regulations and historic and environmental conditions pertaining to your property. Staff can assist you in obtaining the necessary information for your project at 1500 Warburton Ave. in the Permit Center, or you may contact the Planning Information line at (408) 615-2450. Once Planning conditions have been addressed or your planner has approved a concurrent review, you can submit for a construction permit.

Construction Permits

A review of final construction plans will include architectural, civil, structural, mechanical, electrical, plumbing, energy compliance and landscaping plans. The number of complete sets required varies from three sets to six sets, depending on the scope of your project and the number of departments requiring review. Plan review fees are due for payment at time of submission, while permit fees and inspection fees, application and administrative fees may be paid any time up to the day of permit issuance. Review and building inspection fees are determined by the total project valuation (see fee schedules).

Development impact fees and other fees may apply and are assessed by Planning, Engineering and Utility Departments.

If the project will be submitted under multiple phases the plans and valuation of each phase should be separated by the scope of each of the permits that will make up the total project; an itemization of project costs may be required to approve the valuation if the amount does not meet minimum valuation, based on the ICC Valuation Table with Regional Modifiers. A Fast Track submission is a project which is submitted as a full project, but issued in phases under the same permit number. (See Permit Center staff for information)

It is the responsibility of the principal design professional to verify the work is complete, consistent and competent. If the plans do not meet these criteria, the Building Official may provide a complete list of corrections or return plans without review; additional plan review fees may be charged.



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A third party review may be arranged by submitting a request form, approved by the plan review manager. The City plan review fee is calculated at a lower rate than full in-house review fees and paid to the City at time of initial submission. Plans are accepted by the City and additional sets are date-stamped and notated with the permit case number for submission to the third party reviewer. The third party review fees are paid directly to your selected third party when the plans are submitted to them (see Third Party Review handout).

At the initial submission of plans to the Permit Center, a review for completeness is done to ensure that all pertinent information is included in the plans and accompanying documents. Staff will begin the review upon receipt of a complete submission. The first cycle review time may be from four to six weeks and may involve Building, Mechanical, Electrical, Plumbing, Fire, Engineering, Silicon Valley Power and Water review. If the project includes food service facilities, two separate sets of approved Health Department and Water Pollution Control (where applicable) plans must be submitted before a review by mechanical, plumbing and electrical plan checkers can be done. As part of the review process, City staff will determine the infrastructure improvements (i.e. sidewalk and street improvements, development fees, address assignment or changes, etc.) that are required for your project.

Other City Department Requirements

- Building plan check is valid for 180 days from the date of application. Once issued, permits are valid for 365 days from the date of issuance. A one-time extension of 180 days may be granted upon written request for each of these time limits.
- The applicant is responsible for the correct delineation of property lines on the plans.
- Prior to issuance of a permit, applicant shall obtain written approvals from Planning, Engineering, Fire, SVP, Water and Street Departments.
- A building under construction may not be occupied until a Certificate of Occupancy is issued and the building shall be used only in accordance with its intended occupancy.

Commercial Plan Submission Checklist

Cover sheet:

- Project address and identification, vicinity map
- Identification of all design professionals and other project contacts
- Complete scope of work, type of construction and occupancy information
- Total square footage and allowable area, height and number of stories, fire sprinkler information
- Land use zone, flood zone, parking and grading information
- Deferred submission list

Site plan: Show all existing structures, proposed new structures, trees, property lines, adjacent streets
Easements, setbacks, water, sewer, gas and electric connections, North directional arrow

Foundation plan: Show all foundation and footing information

Floor plan: Show all floors, all rooms (label use), dimensions of structural elements

Framing plan: Show all structural members with size, methods of attachment

Exterior Elevation: Show all views, vertical dimensions and heights, openings

Building Sections: Show structural details of construction, fire-rated assemblies

Mechanical: Show the entire mechanical system, all units, sizes and ductwork

Equipment schedules: Show anchorage, hold-downs

Electrical: Show all electrical fixtures, wiring, panel schedules, single line diagrams, connection to utility

Plumbing: Show all fixtures, piping, slope, points of connection to utility, treatments systems

Other documents may include: 2 sets required of Energy calculations, structural calculations, specifications, truss calculations, soils reports, hydrology reports, etc. as they apply to the project.