





## City of Santa Clara

Building Division  
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Automated Inspection Scheduling System: 408-615-2400

## PLAN REQUIREMENTS FOR INDUSTRIAL, COMMERCIAL, PUBLIC BUILDINGS

Please provide the following when making application for Building Permit:

1. Three complete sets of plans. (Additional sets may be required when needed for Fire review or other departments)
  - Clear, legible and maximum size 24" x 36". (No blue line copies.) Exceptions: where it is impossible to comply and approved by the supervisor, we will accept larger drawings with an additional charge for documentation.
  - Job address is clearly marked on each page including the unit numbers. (Where new addresses are to be assigned revised address site plan must be included in plans before permits are issued.)
  - Include Energy Compliance Forms reproduced on plan sheet and appropriately wet-signed.
  - Two (2) of the three (3) sets of plans must have each page stamped and wet signed by the architect and/or engineer before permit issuance. If Fire Department approval is required, provide additional stamped/signed drawings.
2. Two sets of engineering stamped calculations and two sets of soils investigations (except exempted projects.)
3. Two sets of specifications.
4. Two additional separated plot plan sheets showing required utility connections and sizes (if applicable).
5. One set of Energy Conservation Design Calculations (use copies of forms found in State's design manual).

Completed set of plans should include the following information:

1. Title Sheet - showing scope of work, type of construction and occupancy, project details, vicinity map and sheet index.
2. Plot Plan - showing location of new work and locations of all existing buildings on property, front, side and rear setback distances, street center line dimensions, all property lines, proposed street widening plan lines, easements, existing and new parking designations, existing and proposed finish grades, and locations and sizes of site storm, sewer, water, gas and electrical connections to off-site utility facilities.
3. Grading and Drainage Plan - showing proposed grades and all storm sewer lines and inlets.
4. Elevations - showing exposed materials, canopy projections, roofing, windows, downspout locations and signs.
5. Roof Plans - showing roof slope and roof drains.
6. Floor Plan - showing locations, sizes and use of rooms, locations of windows and doors, fire walls, toilet facilities.
7. Reflected Ceiling Plans
8. Architectural Details - showing non-structural sections of construction where necessary to show conformance to Building Code. In particular, those areas of fire protection, special wall protection, and specifics of public safety.
9. Finish Schedule - showing materials to be used for floors, walls, and ceilings of all rooms.
10. Door and Window Schedule - showing sizes, types and fire assemblies where required.
11. Structural Plans - showing the foundations, exterior and interior wall construction, roof designs, seismic connections, and other details pertinent to construction of the building.
12. Mechanical and Plumbing Plans - complete single line drawing showing positions, materials and sizes of sewer, water, storm, gas, ventilation and heating equipment, fire protection systems, and other miscellaneous mechanical devices.
13. Electrical Plans - complete electrical layout to show service diagram, load breakdown, size of service, and feeder conductors.

All plans, specifications, reports, or calculations for buildings or structures required to be designed by an Architect or Engineer licensed by the State of California, shall have his seal, signature and registration number thereon. (Each sheet of plans must have proper signatures before permits can be issued.) Architects and Engineers must also indicate when their license expires.

***Initial compliance with the above requirements will expedite the issuance of a building permit.***