



Building Permit Checklist for Applicants

Project Address:

Building Permit Number:

Plan Review Document Format & Requirements

- Visit Electronic Plan Submittal Guide for plan review document format requirements.
- Completed Building Permit Application form with plan check fee.
- Stamped and signed structural calculations
- Stamped and signed soil/geotechnical report.
- Signed Title 24 energy compliance forms, incorporate these forms as part of the plan sheets.
- Lot coverage, setbacks, exterior building elevations and zoning information on plans.

Fees & Approvals from Different Departments:

- Planning approval required.
- Engineering development fees required.
- Engineering encroachment permit required.
- Street opening permit required (Engineering).
- Lot line adjustment or subdivision map required (Planning & Engineering).
- Easement or right of way required (Engineering).
- Other Engineering approval required: covenant, vacation, bonds,

- Fire Department approval required.
- Silicon Valley Power (SVP) Electric - Utility Department approval required.
- Water Department approval required.
- School Impact Fee required.
- Santa Clara County Health Department approval required.

Note: This checklist is to assist the 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.

Applicant's Name:

Signature:

Date:

Contact Information

Permit Center: 408-615-2420 | **Email:** permitcenter@santaclaraca.gov

Building Division: 408-615-2440 | **Email:** building@santaclaraca.gov