



Residential Plan Submittal Checklist

Generally, building permits are required for all new construction, remodeling, or additions, such as the following:

- Garages or carports
- Fencing more than 7' high
- Patio covers
- Room additions
- Hot Tubs
- Interior alterations/remodeling
- Spas
- Swimming pools
- Window size changes or new windows
- Accessory structures over 120 square feet
- Photovoltaic system installations
- Reroofing

Plumbing, gas, and electric permits are required for all new installations, such as: stoves, furnaces, water heaters, garbage disposals, dryers, etc.

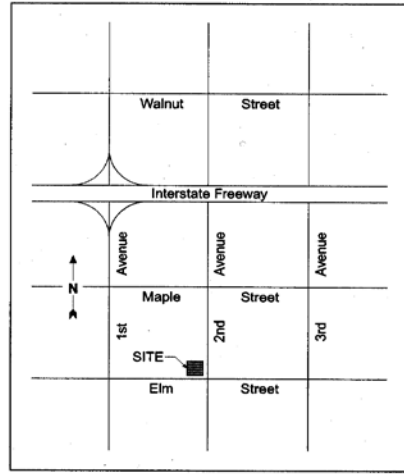
When applying for a building permit, you will be required to submit plans that have been approved by the Planning Division. The plans must be drawn to scale on paper at least 18" x 24" in size on a scale of no less than 1/8" equals 1 foot. All work shall comply with current code requirements including the California Residential Code, California Electrical Code, California Plumbing Code, California Mechanical Code, California Green Building Standards, and California Energy Code.

Title Sheet

- Project Address and APN number.
- Owner and Designer name and contact information.
- Written scope of work.
- Occupancy group and type of construction.
- Fire sprinkler system.
- Sheet Index.
- Building flood zone.
- Photovoltaic drawings, if required, shall be submitted with plans.
- A vicinity map specifies the location of a proposed project in relation to major streets in the area. It is not required to have this map drawn to scale, but it

should be proportional. Show at least two major cross streets and all other roadways leading to the site. A north arrow is also required. (See Figure 1 for an example.)

Figure 1/ Typical Vicinity Map



Plot Plan (min 1/8" = 1')

- A North arrow.
- Full parcel with property lines, lot dimensions, and street names.
- Location, dimension and type of easements.
- Location and identification of all utility meters and overhead.
- Footprint and roof line with overhangs/projections for all structures located on the site, including the main building, accessory structures, covered patios, carports, etc.
- Front, side and rear setback distances, and distances between buildings.

Floor Plans and Roof Plans (min 1/4" = 1')

- Existing floor plan with room layout and uses. Identify the walls being demolished.
- New dimensioned floor plan with room layout and uses. Identify the new walls.
- Indicate the ceiling height in each room.
- Show the location, sizes and types of operation of new and existing windows and doors. Show safety glazing as applicable.
- Show plumbing fixtures and other fixtures such as kitchen stove, fireplace, and other electrical or mechanical devices.

- Roof plan: show ridge, valley and hip line; roof drainage pattern; roof slope, and overhang dimensions.
- Attic ventilation calculations and location/size of attic/roof vents.

Elevations and Sections

- Front, rear, and side elevations of existing and proposed works.
- Roof slope, roofing material and underlayment.
- Exterior wall finishes and underlayment.
- Finished floors and interior heights for all levels.
- Grade elevation.
- Existing and new windows and doors.
- Under-floor ventilation calculations and location/size of crawlspace vents.
- Cross section in each direction. Show ceiling height, insulation R-values of the walls, floor, and roof/ceiling if applicable.

Detail Sheets

- Window and door schedule.
- Roof eaves and exterior walls.
- Stair rise and run, guardrails, handrails, and other associated elements.
- Aging-in-Place and Fall Prevention details as required by CRC R327.

Structural Foundation Plans

- Material specification.
- New and existing footing location with dimensions.
- Slab thickness.
- Slab and footing reinforcement.
- Anchor bolt and hold-down location/schedule.
- Applicable sections and details.
- Supporting calculations shall be submitted as separate documents.
- [Special Inspection Form](#), if applicable.

Structural Floor and Roof Framing Plans

- Size and spacing of floor joists and ceiling joists, beams and girders.
- Size and spacing of rafters, ridge, hip/valley members.
- Header and post sizes.
- Shear wall location, shear wall nailing, and schedule.
- Framing hardware including hold-downs, straps, connection hardware.
- Floor and roof sheathing and nailing specifications.
- Prefabricated Roof trusses: Show layout and spacing of trusses, girder truss locations and supports, collector trusses with drag load, truss connection hardware to below framing members. Truss calculations shall be submitted for review as part of the original submittal or deferred submittal. Truss plan review letter from the EOR must also be submitted.
- Applicable sections and details.
- Supporting calculations shall be submitted as separate documents.

Mechanical, Plumbing, and Electrical Plan

- New receptacle outlets, light switches, light fixtures, and exhaust fans. Lighting shall meet requirements of California Energy Code for low-rise residential building.
- Smoke detectors and CO detectors.
- Electrical service panel size (amperage) and location.
- New and existing furnace, water heater, AC unit, and access points.
- Gas single line diagram is required when there is an addition of gas-based appliances, or a relocation of gas-based appliances. Gas pipes shall be sized based on the BTU of all gas appliances in the building and the farthest distance from the gas meter to the appliances. CPC Figure 1215.1.1 and Table 1215.2(1).
- New EVCS if applicable (identify level 1 or level 2), electrical sub panel serving EV and electrical load calculations (if additional load).

Energy Calculations

- Performance method shall be signed by the energy consultant and the designer.
- Prescriptive method can be used meeting prescriptive requirements of the California Energy Code.
- All CF-1R forms shall be printed on plans.

CALGreen Checklist

- Provide CALGreen checklist on the plans indicating all the 'green' features proposed; see: [Green Building Residential Checklist Form](#).

No Permits Will Be Issued Without the Required Plans

Permits will be issued to a property owner for construction, electrical, mechanical and plumbing work if the homeowner indicates the intent to do his own work. During inspections, if the applicant is unable to perform the work satisfactorily, the work must be performed by licensed contractors. Homeowners assume the same responsibilities as licensed contractors.

To erect a fence, be sure to check with the Planning Division at 408-615-2450 or Planning@santaclaraca.gov for setback requirements and height limitation before you begin.

Other Restrictions and Requirements

It is unlawful to use, or permit the use of, any automobile, trailer, or motorhome for living or sleeping quarters within the City of Santa Clara.

If you intend to convert/remodel your attached garage to a playroom or bedroom, you will be required to build another garage or carport on your property before remodeling. Please consult with the Planning Division prior to submitting a permit application for this type of work.

School Development fees will be imposed by the local school district if additions equal 500 square feet or greater.

Building permit fees are based on the cost of the scope of work. Current valuation rates are used to determine your fees.

Contact Information

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

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

Sample Elevations, Section, Roof Framing & Foundation Plans

