



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 Division or the Building Official. Large or complicated projects require that plans and documents be approved by the Planning Division unless a concurrent review is approved by the project planner.

Outside Agencies Required

Other agencies may have requirements for 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
- **Santa Clara County 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. Plan review fees are due for payment at time of submission, while permit fees, application and administrative fees may be paid any time up to the day of permit issuance. Plan review and permit fees are determined by the total project valuation (see fee schedules).

Development impact fees and other fees may apply and are assessed by Planning, Public Works and Finance 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 “Phased Permit” submission is a project which is submitted as a full project but issued in phases under the same permit number (See Phase Permit Review Request).

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.

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 and payment of all plan review fees.

The first cycle review time may be from four (4) to ten (10) weeks and may involve Building, Mechanical, Electrical, Plumbing, Fire, Engineering, Silicon Valley Power (SVP), Water & Sewer, Stormwater and Solid Waste reviews.

If the project includes food service facilities, 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 (e.g., 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 approvals from all required departments/divisions as required. (Building, Planning, Public Works, Santa Clara Fire, SVP, Water & Sewer Utilities, Streets, etc.)
- 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.

General 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:** Energy calculations, structural calculations, specifications, truss calculations, soils reports, hydrology reports, etc. as they apply to the project

Contact Information

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

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