



BUILDING DEPARTMENT

Town of Los Altos Hills

<http://www.losaltoshills.ca.gov/>

Building Permit Submittal Checklist

All submittals must comply with the 2022 California Building Standards Codes (Effective January 1, 2023) and local requirements

Project Address: _____ *APN:* _____

Permit #(s): _____ *Submittal Date:* _____

<i>SUBMITTAL DOCUMENTS:</i>		
<i>Applicant</i>	<i>TOWN STAFF</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<p>Construction plans shall be submitted in <u>four sets</u> and be drawn, preferably, on a minimum of 24" x 36" sheets. Plans shall be drawn to minimum ¼" = 1 foot unless otherwise noted. Four (4) sets of Site and Architectural Plans and structural calculations, and two (2) sets of Engineering Plans, if required, and other supporting documents shall be submitted with the permit application. The first sheet shall include a scope of work statement and, as applicable, a statement of special inspection. (See "Additional Information" on page 6)</p> <p><u>No Deferred submittals</u> – <u>Exception</u> - <i>Truss Calculations and Fire Sprinkler Plans.</i></p>
<i>INFORMATION ON CONSTRUCTION DOCUMENTS:</i>		
<i>Applicant</i>	<i>TOWN STAFF</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<p>All sheets of the plans shall include a Title Block showing name, address, phone and/or e-mail address of the owner and Applicant along with project address and assessor's parcel number. Also note type of plan sheet, (i.e. "Floor Plan", "Elevations", etc.), the page number and a Plan Date/Revision box.</p> <p>The plans shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and shown in such detail that it will conform to stated requirements.</p>

Site Plan:

The Site Plan shall be drawn in accordance with an accurate boundary line survey to a minimum scale of 1/8" = one foot/architectural, or 1/10" = one-foot engineering scale (aerial photo Site Plans are not accepted) and include the following:

Applicant		TOWN STAFF	
Required	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>A Data Table including zoning, lot size, MFA and MDA (existing, proposed, and totals) on the parcel.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Vicinity Map and North arrow.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The Proposed Scope of Work shall be clearly stated.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>All property lines with dimensions and North arrow.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Topography- Existing and Proposed topographic contours, in 5-foot intervals where the grade exceeds 10 percent. With grades less than ten (10) percent, the contour interval shall be two (2) feet or one foot where necessary, to describe the area.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Location of existing and proposed open space easements, conservation easements, slope control easements, access easements, utility easements, pathway easements, equestrian, pedestrian and bicycle easements, and ingress and egress easements</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Other physical features (wetlands, creeks or other water courses, flow line and top of bank [show distances to top of bank, if applicable], trees [indicate those to be removed], vegetation, rock outcroppings, springs, etc.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Identify if a single-family, ADU or SB 9</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Delineate all existing and proposed structures with distances to property lines indicated.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Driveway/access and required dimensioned parking, including driveway slope, width, and surface type.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>12- Adjacent streets and/or driveway easements. Show full width of right-of-way, label public or private, show edge of pavement and all utilities. Show any proposed work in right- of-way.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Location of septic system (including septic tank, accessory equipment, disposal and reserve fields) and/or well and water system.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Site Design Elements (retaining walls, walkways, fences, exterior lighting, vehicle gate, mailbox, etc.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>FEMA special Flood Hazard Area (Flood Zone), boundary and base flood elevation, if applicable.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Existing and proposed finished grade elevations & contours, Drainage Plan(s) including gutters, downspouts, foundation, storm water collection and dispersal elements and total amount of newly created/replaced impervious surface. Show cut and fill, including quantities, and limits of disturbance.</i>
Comment(s):			

Topographic Survey:

Topographic Survey shall be drawn in accordance with an accurate boundary line survey to a minimum scale of 1" = 10' or 1" = 20" scale and include the following:

<i>Applicant</i>		<i>TOWN STAFF</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>All property lines with dimensions and North arrow.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Topography- Existing contours, in 5-foot intervals where the grade exceeds 10 percent. With grades less than ten (10) percent, the contour interval shall be two (2) feet or one foot interval.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Delineate and label all existing easements</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Other physical features (wetlands, creeks or other water courses, flow line and top of bank [show distances to top of bank, if applicable], trees [indicate those to be removed], vegetation, rock outcroppings, springs, etc.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Topographic Survey elevations are based on a Town's benchmark (NAVD 88)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Delineate and label all existing structures and improvements</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Adjacent streets and/or driveway easements. Show full width of right-of-way, label public or private, show edge of pavement and all utilities.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Location of septic system (including septic tank, accessory equipment, disposal and reserve fields) and/or well and water system.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>FEMA special Flood Hazard Area (Flood Zone), boundary and base flood elevation, if applicable.</i>
<i>Comment(s):</i>			

Grading, Drainage, and Utility Plans:

The Grading, Drainage, and Utility Plans shall be drawn in accordance with an accurate boundary line survey to a 1" = 10' or 1" = 20" scale and include the following:

<i>Applicant</i>		<i>TOWN STAFF</i>	
<i>Required</i>	<i>N/A</i>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>All property lines with dimensions and North arrow.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Topography- Existing and Proposed topographic contours, in 5-foot intervals where the grade exceeds 10 percent. With grades less than ten (10) percent, the contour interval shall be two (2) feet or one foot contours interval</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Location of all existing and proposed easements</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Other physical features (wetlands, creeks or other water courses, flow line and top of bank [show distances to top of bank, if applicable], trees [indicate those to be removed], vegetation, rock outcroppings, springs, etc.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Delineate all existing and proposed structures with distances to property lines indicated.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Driveway/access and required dimensioned parking, including driveway slope, width, and surface type.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Adjacent streets and/or driveway easements. Show full width and centerline of right-of-way, label public or private, show edge of pavement and all utilities. Show any proposed work in right- of-way.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Location of septic system (including septic tank, accessory equipment, disposal and leach fields) and/or well and water system.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Site Design Elements (retaining walls, walkways, fences, exterior lighting, vehicle gate, mailbox, etc.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>FEMA special Flood Hazard Area (Flood Zone), boundary and base flood elevation, if applicable.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Plans include existing and proposed finished grade elevations & contours, retaining walls, underground utility services (electric, water, gas, sanitary sewer, communication cable), gutters, downspouts, foundation, storm water collection and retention/detention system, wastewater collection, and dispersal elements and total amount of newly created/replaced impervious surface. Show cut and fill, including cut and fill (import/export) quantities, and limits of disturbance.</i>
<i>Comment(s):</i>			

Floor/Roof/Structural Plans:

Provide the following as applicable:

<i>Applicant</i>		<i>TOWN STAFF</i>	
<i>Required</i>	<i>N / A</i>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Existing and proposed floor plans with North arrow. Identify use of each room.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Wall Construction Legend: Indicate walls to remain, new walls, walls to be modified, and walls to be removed. Show openings and door swings.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>All mechanical, electrical power, light, alarm/signal features, and plumbing layouts and associated legends for each.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Roof Plan: Show existing and proposed hip, ridge and valley lines, type of materials, slope, and other features. Provide North arrow.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>All structural drawings including foundation, floor, wall, roof and truss plans and details.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Fire sprinkler plans, hydraulic calculations, cut sheets, pump/tank for wells, flow test for water supply</i>
<i>Comment(s):</i>			

Building Elevations:

Provide the following as applicable:

<i>Applicant</i>		<i>TOWN STAFF</i>	
<i>Required</i>	<i>N / A</i>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Exterior elevations: Show existing and proposed exterior grades. Label each elevation North, South, East, or West.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Cross-section through the lowest grades and highest roof elevations (cross-sections each way is required).</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Existing and proposed exterior walls and roofs, including exterior wall and roofing materials, vents, gutters, solar equipment, chimneys, skylights, doors, windows, decks, porches, etc.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Retaining walls: Show dimensioned existing and proposed elevations with detailed cross section(s). Note: Detached retaining walls more than 4 feet in height require separate building permit.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Fences and Vehicle Gates: Provide architectural elevations and details.</i>
<i>Comment(s):</i>			

<u>Demolition Plan:</u>			
Proposed major remodels shall provide a clear scope of work on multiple plan sheets (Site Plan, Floor Plans, Elevations, etc.) including all information listed under Floor Plan item #1.			
Applicant		TOWN STAFF	
<i>Required</i>	<i>N/A</i>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Demolition applications for an entire structure shall include Erosion & Sediment Control Plans.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The Demolition Plan shall indicate such work to the existing structure with the following Legend: 1) Existing wall to remain; 2) Existing walls to be removed; 3) and Existing walls to be <u>modified</u>. Walls to be modified shall include all walls where any modification whatsoever is proposed (shear walls, framing upgrades, new plate heights, etc.).</i>
Comment(s):			
<u>Additional Information:</u>			
Applicant		TOWN STAFF	
<i>Required</i>	<i>N/A</i>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Conditions of Approval from a Planning Permit (Site Development Permit, Variance, etc.) shall be listed on a separate, full-sized plan sheet placed at the front of the plan set. Include any other agency approvals.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Soils/Geotechnical Reports (two sets) and/or Geotechnical Engineer plan set & review letter. Note: A Geotech Deposit for ADUs is required.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Plans and other documents authored by licensed California Professionals shall be stamped and signed.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Two sets of Structural Calculations (double sided 8 1/2 x 11 preferred) Structural Calculations are required for detached retaining walls.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Projects with deep foundations such as drilled piers and/or pilings, retaining wall systems, and in-ground swimming pools shall be designed by a qualified California Licensed Professional and include a Soils Report.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>California State Title 24 Energy Calculations (two sets incorporated into separate full-sized plan sheets) demonstrating compliance with the TOWN's Reach Code req</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>CALGreen checklist (two sets) demonstrating compliance with the TOWN's req</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Grading & Drainage Plans, if applicable.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Hydrology Study (Storm drain calculations), if applicable</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Grading & Construction Operation Plans</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Erosion & Sediment Control Plans and Storm-Water Control Plans, if applicable.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Hard copies color pictures of roadway and shared driveway.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Encroachment Permit application if any proposed work in TOWN maintained street or right-of-way.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Sewer Permit application if connecting to Town's sewer system</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Sceptic approval from Santa Clara County Dept of Health</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction Waste Management Plan: <i>All newly constructed residential buildings or structures and existing residential buildings or structures with additions/alterations</i>
Comment(s):			

<u>Sewer Submittal:</u>		
<i>Applicant</i>		<i>TOWN STAFF</i>
<i>Required</i> <input type="checkbox"/>	<i>N/A</i> <input type="checkbox"/>	<i>N/A</i> <input type="checkbox"/>
<p>If Sanitary Sewer review is required e-mail an electronic copy of drawings to sewer@losaltoshills.ca.gov</p> <p>Examples of requirement for Sanitary sewer review:</p> <ul style="list-style-type: none"> - Sewer Lateral Connection - Sewer Main Extension - ADU Connection - Pool Connection <p>Sanitary Sewer plans must be stamped by a Licensed Civil Engineer in the State of California.</p> <p>Subject Line: Address - Small Description of Work (i.e. Sewer Lateral Connection, Sewer Main Extension, ADU Connection)</p> <p>Sanitary Sewer Construction Standards are on our website under Engineering and Public Works documents.</p>		
Comment(s):		
<p><u>Design professional in responsible charge:</u></p> <p>When it is required that documents be prepared by a registered design professional (per State of California Consumer Affairs), the owner shall engage and designate on the building permit application and on the Site Plan a registered design professional who shall act as the registered Design Professional in Responsible Charge.</p> <p>The registered Design Professional in Responsible Charge shall be responsible for reviewing and coordinating submittal documents prepared by others, including phased and deferred submittal items, for compatibility with the design of the building.</p>		
<i>Applicant</i>	<i>TOWN STAFF</i>	
<i>Design professional in charge declared, all plan sheets to be stamped and signed by their respective professional.</i>		
Comment(s):		
<p>Note: TOWN staff reserves the right to require additional application submittal information as found applicable to each project on a case-by-case basis.</p>		
SIGNED BY APPLICANT: _____		Date: _____