



**TOWN OF LOS GATOS  
BUILDING PERMIT APPLICATION**

**Upload Completed Application via your Citizen's Portal Account:  
<https://permits.losgatosca.gov/Login-and-Manage-My-Records>**

***INCOMPLETE APPLICATIONS WILL RESULT IN EXTENDED PROCESSING TIME***

<b>*PROJECT ADDRESS</b>		<b>*APN#</b>
<b>*PROPERTY OWNER NAME</b>	<b>*PHONE - REQUIRED</b>	<b>E-MAIL</b>
<b>*STREET ADDRESS</b>	<b>*CITY, STATE, ZIP</b>	<b>FAX</b>
<b>APPLICANT NAME</b>	<b>PHONE</b>	<b>E-MAIL</b>
<b>STREET ADDRESS</b>	<b>CITY, STATE, ZIP</b>	<b>FAX</b>
<b>TENANT CONTACT NAME</b>	<b>PHONE</b>	<b>E-MAIL</b>
<b>**BUSINESS NAME</b>		<b>CONTACT FAX</b>
<b>BUSINESS ADDRESS, CITY, STATE, ZIP</b>		
<b>*CONTACT:</b> <input type="checkbox"/> OWNER <input type="checkbox"/> H.O.A. <input type="checkbox"/> TENANT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> PERMIT SERVICE <input type="checkbox"/> ARCHITECT <input type="checkbox"/> DESIGNER <input type="checkbox"/> ENGINEER		
<b>*CONTRACTOR NAME</b>	<b>PHONE</b>	<b>LICENSE TYPE</b>
<b>*STATE LICENSE #</b>	<b>STATE LICENSE EXPIRES</b>	<b>TOWN BUSINESS LICENSE #</b>
<b>*DESCRIPTION OF WORK</b>		
<b>*CONSTRUCTION VALUATION (Per Structure):</b>		
<b>*AREA OF REMODEL SPACE:</b>	<b>S.F.</b>	<b>*NEW OR RELOCATED PLUMBING FIXTURES:</b> <input type="checkbox"/> Y <input type="checkbox"/> N
<b>**EXISTING USE(S)</b>	<b>**PROPOSED USE(S)</b>	
<b>**OCCUPANCY(S):</b>	<b>**CONSTRUCTION TYPE:</b>	<b>HISTORIC DISTRICT OR PRE-1941?</b> <input type="checkbox"/> Y <input type="checkbox"/> N
<b>FIRE SPRINKLERS:</b> <input type="checkbox"/> Y <input type="checkbox"/> N	<b>FIRE HAZARD AREA:</b> <input type="checkbox"/> Y <input type="checkbox"/> N	<b>**HAZARDOUS MATERIALS?</b> <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> *SEPTIC or <input type="checkbox"/> SEWER
<b>*REQUIRED INFORMATION FOR ALL APPLICATIONS</b> <b>**REQUIRED FOR COMMERCIAL APPLICATIONS</b>		

	EXISTING		PROPOSED	
First Floor		S.F.		S.F.
Second Floor		S.F.		S.F.
Third Floor/Attic – Habitable?	<input type="checkbox"/> Y <input type="checkbox"/> N	S.F.		S.F.
Basement/Cellar – Habitable?	<input type="checkbox"/> Y <input type="checkbox"/> N	S.F.		S.F.
Garage – <input type="checkbox"/> Attached <input type="checkbox"/> Detached		S.F.		S.F.
<input type="checkbox"/> Pool House/Cabana <input type="checkbox"/> Pool/Spa		S.F.		S.F.
<input type="checkbox"/> Porch <input type="checkbox"/> Deck <input type="checkbox"/> Retaining Wall		S.F./L.F.		S.F./L.F.

**REROOF - RESIDENTIAL AND COMMERCIAL**

<b>TEAR-OFF:</b> <input type="checkbox"/> SHAKE <input type="checkbox"/> COMP <input type="checkbox"/> WOOD SHINGLES <input type="checkbox"/> TILE <input type="checkbox"/> B.U.R.	<b># of SQUARES PER STRUCTURE</b>	<b>COOL ROOF</b> <input type="checkbox"/> Y <input type="checkbox"/> N
<b>NEW:</b> <input type="checkbox"/> SHAKE <input type="checkbox"/> COMP <input type="checkbox"/> WOOD SHINGLES <input type="checkbox"/> TILE <input type="checkbox"/> B.U.R.		<b>ICC ES/ESR #</b>
<b>CONSTRUCTION VALUATION (PER STRUCTURE):</b> /	/	<b>CLASS</b> <input type="checkbox"/> A <input type="checkbox"/> C

***\*MUST COMPLETE ELECTRICAL, MECHANICAL, AND PLUMBING DETAILS ON NEXT PAGE\****

## Application for Electrical Permit

E -

UNIT DESCRIPTION	NO. OF ITEMS	UNIT FEE
<b>LIGHTS, SWITCHES, OUTLETS</b>		\$2.32 EA
<b>RESIDENTIAL APPLIANCES/NEW CIRCUITS:</b>		
COOK TOP, OVEN, RANGE, DISPOSALS, CLOTHES DRYER, ENERGY STORAGE SYSTEM OR OTHER MOTOR		
OPERATED APPLIANCE NOT EXCEEDING ONE HORSEPOWER		\$7.45 EA
<b>NONRESIDENTIAL APPLIANCES/NEW CIRCUITS:</b>		
MEDICAL & DENTAL DEVICES, FOOD & BEVERAGE CABINETS, LAUNDRY		
MACHINES, DRINKING FOUNTAINS OR OTHER SIMILAR EQUIPMENT. NOTE: SEE BELOW FOR OTHER EQUIPMENT		\$9.58 EA
<b>POWER APPARATUS:</b>		
GENERATORS, TRANSFORMERS, A/C, HEAT PUMPS, BAKING EQUIPMENT:		
UP TO 10 KV		\$20.00 EA
OVER 10 KV, AND NOT OVER 50 KV		\$39.00 EA
OVER 50 KV, AND NOT OVER 100 KV		\$78.00 EA
OVER 100 KV		\$103.00 EA
<b>MOTORS:</b>		
UP TO 10 HP		\$20.00 EA
UP TO 25 HP		\$39.00 EA
UP TO 55 HP		\$78.00 EA
OVER 55 HP		\$113.00 EA
<b>TRANSFORMERS:</b>		
UP TO 5 KVA		\$20.00 EA
UP TO 10 KVA		\$39.00 EA
UP TO 50 KVA		\$65.00 EA
OVER 50 KVA		\$95.00 EA
<b>BUSWAYS (PER 100 FT) CONDUITS</b>		\$9.58 EA
<b>SERVICE EQUIPMENT:</b>		
200 AMPS OR LESS		\$96.00 EA
201 TO 999 AMPS		\$132.00 EA
SUB-PANELS / DISCONNECTS		\$47.00 EA
<b>TEMP POWER POLE</b>		\$96.00 EA
<b>TEMP DISTRIBUTION &amp; LIGHTING</b>		\$47.00 EA
<b>PRIVATE SWIMMING POOL</b>		\$78.00 EA
<b>PUBLIC SWIMMING POOL</b>		\$141.00 EA
<b>SPAS OR SAUNAS</b>		\$47.00 EA
<b>ILLUMINATED SIGNS</b>		\$123.00 EA
<b>SOLAR SYSTEM OR PHOTOVOLTAIC SYSTEM</b>		\$90.00 EA

## Permit Service Fees for EACH Permit

PERMIT ISSUANCE: \$67.00 each permit	
COMPUTER SURCHARGE: 4% OF TOTAL ITEMS MICROFILM: ACTUAL COST PLAN CHECK FEE: 65% OF Electrical, Mechanical & Plumbing Fees	
DUPLICATE JOB CARD: \$30.00 each permit PERMIT EXTENSION (APPLIES TO PERMITS THAT HAVE NOT EXPIRED): \$96.00 each permit	
Revisions/Additions to Electrical, Mechanical, or Plumbing Permits	\$30.00 each permit

## Application for Mechanical Permit

M -

UNIT FEE	NO. OF ITEMS	AMOUNT
INSTALLATION, REPAIR OR ALTERATION OF HEATING UNIT, A/C, BOILER, COMPRESSOR, OR AIR HANDLER		\$47.00 EA
DUCT REPAIR OR ALTERATION		\$14.00 EA
FIREPLACE APPLIANCE		\$39.00 EA
VENTILATING FAN		\$14.00 EA
HOOD, RESIDENTIAL		\$39.00 EA
HOOD, COMMERCIAL		\$141.00 EA
FLUE OR VENT NOT INCLUDED WITH THE INSTALLATION OF AN APPLIANCE		\$14.00 EA
NEW OR REPAIR OF GAS SYSTEM		\$86.00 EA SYS
ADDITIONAL GAS OUTLET		\$28.00 EA
EVAPORATIVE COOLER		\$39.00 EA

## Application for Plumbing Permit

P -

UNIT FEE	NO. OF ITEMS	AMOUNT
EACH PLUMBING FIXTURE OR TRAP OR SET OF FIXTURES ON ONE TRAP		\$14.00 EA
SEWER CLEANOUT AND/OR BACKFLOW DEVICE		\$14.00 EA
DRAINAGE, SEWER SYSTEM		\$47.00 EA SYS
WATER HEATER/WATER SOFTENER		\$39.00 EA
ADDITIONAL GAS OUTLET		\$29.00 EA
NEW OR REPAIR OF GAS PIPING SYSTEM		\$86.00 EA SYS
RESIDENTIAL WATER REPINING		\$141.00 EA
WATER MAIN SYSTEM REPAIR OR REPLACEMENT		\$29.00 EA
RAINWATER SYSTEMS – PER DRAIN (INSIDE BUILDING)		\$14.00 EA
EACH GREASE INTERCEPTOR (750 GALLON CAPACITY)		\$96.00 EA
GREASE TRAP (1-4 FIXTURES)		\$54.00 EA
EJECTOR/SUMP PUMP		\$47.00 EA
SEPTIC SYSTEM ABATEMENT		\$141.00 EA
PRIVATE SWIMMING POOL (INCLUDING HEATER, WATER PIPING, OR GAS PIPING)		\$113.00 EA
PUBLIC SWIMMING POOL (INCLUDING HEATER, WATER PIPING, OR GAS PIPING)		\$170.00 EA
LAWN SPRINKLER SYSTEM ON ONE METER		\$47.00 EA SYS
VACUUM BREAKER/HOSE BIB		\$14.00 EA
RADIANT FLOOR HEATING SYSTEM		\$141.00 EA

## Other Fees for EACH Permit

NEW COMMERCIAL BUILDING:	SQ. FT. X	=
NEW RESIDENTIAL BUILDINGS:	SQ. FT. X	=

\*Note: The formula above will auto-calculate for you.

If you have questions, please email [Building@losgatosca.gov](mailto:Building@losgatosca.gov). Please provide the address and/or permit number in your email so we can better assist you.



## TOWN OF LOS GATOS

### NEW COMMERCIAL SHELL ONLY SUBMITTAL REQUIREMENTS

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In order to process your request for a building permit, **please submit the items listed below and include this completed checklist in your submittal.** We do **not** accept submittals by mail or courier. **A plan check fee will be required after the preapplication process is completed.** If one or more required items are not submitted, the application will be considered incomplete and will not be accepted.

To submit your application, you will need to register for an account on the Town's portal: <https://permits.losgatosca.gov/Building/Register>. The Building pre-application is a preliminary review for the building permit. You will need to upload to the pre-application in separate PDF's:

1. Completed permit application  
<https://www.losgatosca.gov/DocumentCenter/View/833/Building-Division-Permit-Applications?bidId=>
2. Plan set (PDF pages bookmarked and signed by design professional. Note: This must be ONE PDF.)
3. Supporting documents (i.e., Structural Calculations, Soils Reports, etc.) which should be separate uploads.

#### **Minimum Submittal Requirements:**

##### **1. General**

- ☐ **Planning Department Conditions of Approval AND accompanying letter must be copied onto the first sheet (contact your project planner to obtain a copy).**
- ☐ **A Compliance Memorandum shall be prepared and submitted with the building permit application detailing how the Conditions of Approval will be addressed.**
- ☐ *Blueprint for A Clean Bay* sheet must be the second page (available at <https://www.losgatosca.gov/DocumentCenter/View/1166/BASMAA-plan-sheet?bidId=>).
- ☐ Wet signature & stamp on all documents by design professional(s)
- ☐ Name, title, registration number, address, and telephone number of applicable design professional(s) on each sheet
- ☐ Cover sheet information: List the 2022 California Building, Electrical, Mechanical, Plumbing, and Fire Codes, 2022 California Energy Code; construction type, occupancy class, scope of work (i.e. new square footage, lot size, FAR, average slope of lot, linear footage of new retaining walls, etc.), and sheet index.
- ☐ **Grading Plans and Site Improvement Plans must be submitted under a separate package directly to the Engineering/Public Works Department at 41 Miles Ave.** Contact them at (408) 399-5771 for submittal requirements and fees.

##### **2. Architectural**

###### **☐ Plot/Site Plan:**

- a. Must show site plan, lighting, vicinity map, site parking and North arrow
- b. Define a brief "Scope of Work" (i.e., square footage, lot size, new retaining wall(s) linear & square footage)
- c. Must show building data: type of construction, square footage, sprinklers, and occupancy classification(s)

- d. **Title 24 Accessibility requirements**
- e. Must show all existing and proposed utilities (water service, sewage disposal system, gas, electric, telephone, cable, TV service lines and transformers).
- f. Must show existing trees, including diameter, location, species, existing grade at base and driplines. Provide a tree protection plan with the following tree protection notes <https://www.losgatosca.gov/DocumentCenter/View/18923/Arborist-report-checklist>
- g. Provide a construction management plan per [www.losgatosca.gov/documentcenter/view/17600](http://www.losgatosca.gov/documentcenter/view/17600)
- ☐ **Floor Plan:**
  - a. Define space function (i.e., storage, manufacturing, etc.), exiting paths and corridors, door and window and hardware.
  - b. Rated corridors and other rated exit enclosures and exits must be shown on a complete building floor plan.
  - c. Provide estimate of the occupant load numbers for each floor/area.
- ☐ **Title 24 Accessibility requirements**
- ☐ **Elevations:**
  - a. Exterior elevations.
  - b. Additional elevations may be required for project clarifications.
  - c. Cross-section showing location of new HVAC equipment.
- ☐ **Reflected Ceiling Plan**, if applicable.
- 3. Structural**
  - ☐ **Structural Details & Plans:**
    - a. Shall be wet stamped by State of California licensed engineer.
  - ☐ **Structural Calculations:**
    - a. Two (2) sets of wet-stamped and wet-signed calculations.
- 4. Electrical**
  - ☐ Main Power Distribution Plan
  - ☐ Schematic One-Line Diagram
  - ☐ Panel Schedules and Load Calculation
  - ☐ Electrical Floor, Ceiling, Roof, and Equipment Power Plans (if part of shell)
- 5. Mechanical/Plumbing**
  - ☐ Building Distribution and Layout
  - ☐ New Mechanical Equipment (if part of shell)
    - a. Provide description, equipment schedules, including equipment weights. Structural calculations are required for equipment weighing over 400 lbs.
  - ☐ Roof Plan:
    - a. Show location of new equipment, roof screening, and drainage
- 6. Form Submittals**
  - ☐ T-24 Energy Report
    - a. Provide wet/digital signed and stamped reports
    - b. Title 24 requirements will include applicable reports and mandatory measures: required compliance statements, specifications, and mandatory measures shall be incorporated onto the plans. **Note: The appropriate ENV and LTG forms must be permanently copied onto the plans.** The forms can be located at: [www.energy.ca.gov/title24](http://www.energy.ca.gov/title24).
  - ☐ Soils Report – wet/digital stamped & signed.

**7. Other documentation that may be necessary, but not required for submittal**

- ☐ Special Inspection form. Form is available online or at the Building Service Counter. It must be **completely filled out and signed by all required parties prior to permit issuance**. A separate form is required for each inspection if performed by separate inspectors.
- ☐ Santa Clara Valley Water District Permit. Required if you are doing construction within 50ft of a natural water course. Contact SCVWD at (408) 630-2650 for more information.

**Notes:** Permits can only be issued to a property owner or a properly licensed contractor.

***I have read the above information and have submitted all the required information.***

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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**DISABILITY ACCESS REQUIREMENTS AND RESOURCES**

**NOTICE TO APPLICANTS FOR BUSINESS LICENSES AND  
COMMERCIAL BUILDING PERMITS:**

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

DEPARTMENT OF GENERAL  
SERVICES,  
Division of the State  
Architect, CASp  
Program [www.dgs.ca.gov/](http://www.dgs.ca.gov/)  
[dsa www.dgs.ca.gov/casp](http://dsa.dgs.ca.gov/casp)

DEPARTMENT OF  
REHABILITATION  
Disability Access Services  
[www.dor.ca.gov](http://www.dor.ca.gov)  
[www.rehab.cahwnet.gov/](http://www.rehab.cahwnet.gov/disabilityaccessinfo)  
[disabilityaccessinfo](http://disabilityaccessinfo)

DEPARTMENT OF GENERAL  
SERVICES,  
California Commission on  
Disability Access  
[www.ccda.ca.gov](http://www.ccda.ca.gov)  
[www.ccda.ca.gov/resources-](http://www.ccda.ca.gov/resources-menu/)  
[menu/](http://www.ccda.ca.gov/resources-menu/)

**CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES**

Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, by engaging the services of a Certified Access Specialist (CASp) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545), also benefit from legal protections.

Although your new facility may have already been permitted and approved by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and an access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.

A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction-related accessibility claim is filed against them.

To find a CASp, visit [www.apps2.dgs.ca.gov/DSA/casp/casp\\_certified\\_list.aspx](http://www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx).

## **GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING**

State and federal programs to assist businesses with access compliance and access expenditures are available:

### **Disabled Access Credit for Eligible Small Businesses**

**FEDERAL TAX CREDIT**—Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at [www.irs.gov](http://www.irs.gov).

**STATE TAX CREDIT**—Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at [www.ftb.ca.gov](http://www.ftb.ca.gov).

### **Architectural and Transportation Barrier Removal Deduction**

**FEDERAL TAX DEDUCTION**—Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at [www.irs.gov](http://www.irs.gov).

### **California Capital Access Financing Program**

**STATE FINANCE OPTION**—The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at [www.treasurer.ca.gov/cpcf/calcap/](http://www.treasurer.ca.gov/cpcf/calcap/).

## **FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES**

**AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)** —The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities, and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at [www.ada.gov](http://www.ada.gov).

**CALIFORNIA BUILDING CODE (CBC)**—The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at [www.bsc.ca.gov](http://www.bsc.ca.gov).

Town of Los Gatos • Community Development • Building Division • 110 E. Main St., Los Gatos, CA 95031  
408.354.6876 • [www.losgatosca.gov](http://www.losgatosca.gov) • [www.facebook.com/losgatosca](https://www.facebook.com/losgatosca)