



## 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>. Note that a Building Permit Technician **will need to approve your account** before you may move forward with your submission. 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 2019 California Building, Electrical, Mechanical, Plumbing, and Fire Codes, 2019 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 [www.losgatosca.gov/documentcenter/view/15273](http://www.losgatosca.gov/documentcenter/view/15273)
- 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
  - d. **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:** \_\_\_\_\_