



## TOWN OF LOS GATOS RETAINING WALL 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, etc.) which should be separate uploads.

### **Minimum Submittal Requirements**

#### **1. General**

- If you were required to go through the Planning process, **the Planning Department Conditions of Approval AND accompanying letter must be permanently affixed (i.e, copied) onto the first sheet.**
- 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 on our website at <https://www.losgatosca.gov/DocumentCenter/View/1166/BASMAA-plan-sheet?bidId=> ).
- Wet signature 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, Mechanical, Electrical, Plumbing, and Fire Codes, and 2019 California Energy Code; sheet index, scope of work, construction type, linear footage of wall(s), height of wall(s), lot size, avg. slope of lot, etc.
- 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. Location of the proposed on-site retaining wall(s) and all other structures (i.e. house, detached garage) on the lot. The plot plan should show North arrow, retaining wall lengths, and top of wall (TOW) and bottom of wall (BOW) elevations.
- Retaining walls shall be clearly delineated (i.e., highlighted) on the site plan.
- Details and Notes. Provide and include the applicable construction details and notes.
- Site plan shall show all existing and proposed utilities (water service, sewage disposal system, gas, electric, telephone, cable, TV service lines and transformers).
- Site plan shall show existing trees, including diameter, location, species, existing grade at base and driplines
- Provide a tree protection plan per: [www.losgatosca.gov/documentcenter/view.15273](http://www.losgatosca.gov/documentcenter/view.15273)
- Provide a construction management plan per: [www.losgatosca.gov/documentcenter/view/17600](http://www.losgatosca.gov/documentcenter/view/17600)

**3. Structural**

- Foundation Plan
- Cross Sections
- Details and Notes

**4. Documentation**

- Soils Report. Provide wet/digital signed and stamped soils reports.
- Structural Calculations. Provide wet signed and stamped calculations.

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

- Special Inspection form, available on our website ([www.losgatosca.gov/building](http://www.losgatosca.gov/building)) 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 (not a tenant) or a licensed contractor.
- No materials or containers (including debris boxes) are allowed to be stored in the public right-of-way without first obtaining a permit to do so from the Engineering Division of the Public Works Department. Call (408) 399-5771 for requirements and fees.

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

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

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