



## TOWN OF LOS GATOS COMMERCIAL TENANT IMPROVEMENT SUBMITTAL REQUIREMENTS

---

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 and remember the 20% Rule must be included on the 1<sup>st</sup> page)
3. Supporting documents (i.e. Structural Calculations, Title 24, etc.) which should be separate uploads.

### **Minimum Submittal Requirements:**

#### **1. General**

- If you went through the Planning Department process, **the Planning Department Conditions of Approval and accompanying letter must be blue-lined on the first sheet (contact your project planner to obtain a copy at 408-354-6874).**
- 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* must be the second page (available 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).
- Cover sheet information with the 2019 California Building, Mechanical, Electrical, Plumbing, and Fire codes, and the 2019 California Energy Code listed, construction type, occupancy class, scope of work, existing square footage broken down by floor, remodeled square footage, etc.

#### **2. Architectural**

##### **Plot/Site Plan:**

- a. Must show site plan, 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
- d. **Title 24 Accessibility Upgrades**
- e. Site plan shall 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, and a tree protection plan with the following 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, window, and hardware schedules
  - b. Identify the specific area within the building where the permit activity is occurring
  - c. If applicable, define areas for demolition and label appropriately
  - d. Rated corridors and other rated exit enclosures must be shown on a complete building floor plan. Provide construction details of rated corridor
  - e. Show occupant load of each space
  - f. **Title 24 Accessibility Upgrades**
- Elevations:**
  - a. Exterior elevations are required with exterior changes
  - b. Additional elevations may be required for project clarifications
  - c. Cross-section showing location of new HVAC equipment and screening**Reflected Ceiling Plan:** required for new construction and renovation work when ceiling is being modified
- 3. Structural**
  - Structural Details & Plans:**
    - a. Identify area of work by specifically highlighting the area and enlarging if required
    - b. Shall be wet/digital stamped by State of California licensed engineer
- 4. Electrical**
  - Main Power Distribution Plan
  - Schematic One-Line Diagram
  - Panel Schedules and Load Calculation
  - Electrical Floor, Roof, and Equipment Power Plans
  - Reflected Ceiling Plan
- 5. Mechanical/Plumbing**
  - Building Distribution and Layout
  - New Mechanical Equipment:
    - a. Provide description, equipment schedules, including equipment weights
    - b. Structural calculations are required for equipment weighing over 400 lbs.
  - Roof Plan: Show location of new equipment, roof screening, and drainage
- 6. Form Submittals**
  - The Town 20% Rule form must be completely filled out and **MUST BE COPIED ONTO THE FIRST SHEET** (except for new buildings)
  - T-24 Energy Report
    - a. Provide wet signed and stamped reports
    - b. Title 24 energy conservation requirements will apply with new changes to the use of energy: envelope, mechanical and electrical
    - c. 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)
  - County Environmental Health Department Approval (408) 918-3400: Approval required for food service
  - Structural Calculations:
    - a. Provide wet-stamped and wet-signed calculations required

**7. Hazardous Materials or Hazardous Waste, if applicable**

- Hazardous Materials Disclosure Form
- San Jose/Santa Clara Water Pollution Control Plant Approval (408) 945-3000: Approval required for contaminated sewer waste discharge to public system
- Storage/Warehouse Applications
  - a. Provide list of materials and quantities to be stored/used by tenant
  - b. Provide a general layout of the storage/warehouse area
- Hazardous Material Storage Permit Application for New Business
  - a. Apply directly to the Santa Clara County Fire Department (408) 378-4010
- Hazardous Material Inventory Statement
  - a. Include key location on map
- Layout of Production, Manufacturing or Assembly Areas, and Description of Process

**Please note:** Permits can only be issued to a property owner (not a tenant) or a licensed contractor.

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

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

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