



TOWN OF LOS GATOS

NEW COMMERCIAL SHELL ONLY SUBMITTAL REQUIREMENTS

In order to process and expedite your request for a building permit, **please submit the items listed below and include this completed Checklist in your submittal.** Incomplete submittals will not be accepted. We do **not** accept submittals by mail or courier. **A plan check fee will be required at submittal.** Four (4) complete stapled (down the left side) sets of drawings 24"x36" minimum size and 30"x42" maximum size shall include:

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 the Building Counter for a fee of \$3, at San Jose Blue Print or at www.losgatosca.gov/building).
- 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 2016 California Building, Electrical, Mechanical, Plumbing, and Fire Codes, 2016 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
 - g. Provide a construction management plan per 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**

(OVER)

- 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 two (2) sets of wet 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
 - Two (2) sets of Soils Report - wet-stamped & wet-signed. (All soils reports must be loose leafed or stapled – no bound reports will be accepted).
- 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) 265-2600 x2253 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: _____