



**Plan check appointments are scheduled by the Building Division  
for Tuesdays and Thursdays at 9:00 a.m.**

**Projects requesting a Plan Check Appointment must meet the  
following criteria:**

- Plan check appointments are limited to residential additions and alterations.
- Applicants are encouraged to meet with the Planning Division in order to verify that the project meets all criteria prior to plan check appointment. Failure to do so may result in the project not being cleared for Building Division review.
- Total **combined** addition & remodeled areas shall **not** exceed 500 square feet. Projects shall **not** include any variances, public meetings, basements or 2<sup>nd</sup> stories.
- Drawings to be prepared in accordance with the Planning Division's Design Review Requirements and the Building Division's Residential Submittal Requirements. Requirements may be obtained at City Hall or at [www.losaltosca.gov](http://www.losaltosca.gov)
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*Please note that permits may only be issued to the property owner or the general contractor.*