Community Development Department
Planning/Building Division
One North San Antonio Road
Los Altos, California 94022-3087
Planning Division Phone No. (650) 947-2750
Building Division Phone No. (650) 947-2752
www.losaltosca.gov

PLAN CHECK APPOINTMENT REQUIREMENTS

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

Projects requesting an Plan Check Appointment must meet the following criteria:

- Plan check appointments are limited to residential additions and alterations.
- Projects 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 2nd 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 on our website.

Please note that permits may only be issued to the property owner or the general contractor.