



COMMERCIAL PLAN CHECK APPLICATION
(Commercial, Multi-Family, Tenant Improvements, Additions, Alterations)

DATE: _____
(Plan check applications expire 6 months from the above date)

PROJECT NO. _____
(For City Use Only)

PROPERTY ADDRESS: _____

APPLICANT: _____ Phone No.: _____
(Required)

APPLICANT'S ADDRESS: _____

EMAIL ADDRESS: _____

PROPERTY OWNER: _____ Phone No.: _____
(Required)

ADDRESS: _____

OWNER'S EMAIL ADDRESS **(Required)** _____

CONTRACTOR: _____ Phone No.: _____
(Required)

CONTRACTOR'S ADDRESS: _____

License/Class No.: _____

DESCRIPTION OF WORK: _____

PROPOSED USE: _____ TYPE OF CONSTRUCTION: _____ OCCUPANCY GROUP: _____

NO. OF TOILETS _____ NO. OF URINALS _____ TOTAL STORIES: _____ HEIGHT: _____

AUTOMATIC FIRE SPRINKLERS: YES ___ NO ___

NEW SQ. FT.: _____ BSMNT/PARKING SQ. FT.: _____ EXISTING SQ. FT.: _____ **TOTAL SQ. FT.:** _____

- | | | | |
|--------------------------------------|---|-----|----|
| AB 3205 Non-residential only: | 1. Will hazardous materials be on site? | Yes | No |
| | 2. Is this project within 1000 ft. of a school? | Yes | No |
| | 3. Has Air Quality Management been notified? | Yes | No |

VALUATION OF CONSTRUCTION:

BUILDING	\$	_____
ELECTRICAL	\$	_____
FIRE	\$	_____
MECHANICAL	\$	_____
PLUMBING	\$	_____
TOTAL	\$	_____

Plan Check Fee \$ _____ Permit Fee \$ _____

I understand the City of Los Altos does not allow phased work and/or partial inspections. _____

I have read this application and state that the information given is true and correct. Submittal of plans for plan check shall not be construed as approval to begin construction.

APPLICANT'S SIGNATURE: _____

DATE: _____

PROJECT ADDRESS: _____

I am submitting plans prepared according to the ***SUBMITTAL REQUIREMENTS FOR A BUILDING PERMIT – New Commercial, Additions, Alterations, Tenant Improvements and Multi-Family.*** (Handout can be obtained online or from the Building Division). These plans include, but are not limited to:

- _____ 1. General Information /Sheet Index
- _____ 2. Title Page
- _____ 3. Plot Plan
- _____ 4. Key Plan: Location within building
- _____ 5. Architectural Plans: floor plan, elevations, sections, other details
- _____ 6. Structural Plans
- _____ 7. Details
- _____ 8. Plumbing Plan
- _____ 9. Mechanical Plan
- _____ 10. Electrical Plan
- _____ 11. Title 24 – Energy Documentation (Wet Signed)
- _____ 12. Blueprint for a Clean Bay Guideline
- _____ 13. Green Point Check List & GB-1 Plan (if applicable)
- _____ 14. Separate Plans and Permits (if required)

I CERTIFY THAT ALL REQUIRED INFORMATION HAS BEEN SUBMITTED FOR PLAN CHECK.

Signature

****If your project includes complete or partial demolition of an existing commercial building, a demolition permit must be issued and finalized prior to obtaining your building permit. Please contact the Building Division for a demolition package****