

1. GENERAL INFORMATION

- REQUESTED PHASED CONSTRUCTION WORK SHALL BE APPROVED BY COMMUNITY DEVELOPMENT PRIOR TO SUBMITTING PLANS. SEPARATE PLANS, PERMITS AND FEES SHALL BE COLLECTED AT THE TIME OF APPLICATION.
- AN APPLICATION FOR A PERMIT FOR ANY PROPOSED WORK SHALL BE DEEMED TO HAVE BEEN ABANDONED 180 DAYS AFTER THE DATE OF FILING, UNLESS SUCH APPLICATION HAS BEEN PURSUED IN GOOD FAITH OR A PERMIT HAS BEEN ISSUED.
- THE CITY OF LOS ALTOS IS A COMBINATION JURISDICTION. ALL ROUGH INSPECTIONS (FRAMING/ELECTRICAL/PLUMBING/MECHANICAL) SHALL BE COMPLETED AND READY FOR REQUESTED INSPECTIONS AT THE SAME TIME. NO PARTIAL INSPECTIONS PERFORMED. NO PHASED WORK.
- FOR THE PURPOSE OF THESE SUBMITTAL REQUIREMENTS "TEAR DOWN" MEANS EXISTING PORTIONS OF ROOF FRAMING AND/OR EXTERIOR WALLS REMOVED FOR THE PURPOSE OF REBUILDING AND REMODELING.
- LOS ALTOS IS LOCATED WITHIN SEISMIC DESIGN CATEGORY E
- BASIC WIND SPEED IS 110 MPH. THIS CAN BE VERIFIED WITH ASCE-10. MOST AREAS OF LOS ALTOS CAN BE CLASSIFIED AS WIND EXPOSURE CATEGORY B. HOWEVER, SOME AREAS MAY MEET THE CRITERIA FOR EXPOSURE C. THE DESIGN PROFESSIONAL IS RESPONSIBLE FOR JUSTIFYING THE EXPOSURE SELECTED FOR THE SPECIFIC AREA OF CONSTRUCTION.
- EXPOSURE B TERRAIN; CALIFORNIA ENERGY COMMISSION CLIMATE ZONE 4.
- ALL SHEETS OF PLANS AND DOCUMENTS SHALL INCLUDE THE PROJECT ADDRESS, THE NAME AND ADDRESS OF THE OWNER, AND THE NAME AND ADDRESS OF THE ARCHITECT OR DESIGNER.
- ALL COPIES OF PLANS AND DOCUMENTS SHALL BE "WET SIGNED" BY THE APPROPRIATE ARCHITECT, DESIGNER, AND/OR ENGINEER (I.E. ORIGINAL SIGNATURE AND STAMP IS REQUIRED ON EACH COPIED SHEET.
- SHOW SCALE FOR ALL DRAWINGS AND DETAILS. MINIMUM ACCEPTABLE SCALE IS 1/4" = 1'.
- A COMPLETED LOS ALTOS STATEMENT OF SPECIAL INSPECTIONS FORM IS REQUIRED FOR COMMERCIAL PROJECTS.

2. TITLE PAGE

- INDEX OF DRAWINGS
- ALL APPLICABLE CONDITIONS OF APPROVAL SHALL BE INCORPORATED AND PRINTED ON TITLE PAGE
- LIST APPLICABLE BUILDING CODES (2013 CALIFORNIA CODES)
- SCOPE OF WORK
- OCCUPANCY GROUP(S)
- TYPE OF CONSTRUCTION
- ALLOWABLE BUILDING AND FLOOR AREA CALCULATIONS
- LIST GROSS TENANT AREA PER EACH FLOOR AND EACH TENANT.

3. SITE PLAN

- SHOW LOT DIMENSION OF ENTIRE PARCEL, PROPERTY LINES AND STREET AND ALLEY LOCATION(S).
- SHOW APPROXIMATE LOCATION OF SEWER RUN AND REQUIRED BACK FLOW WATER AND RELIEF VALVE LOCATION.
- SHOW BUILDING FOOTPRINT WITH ALL PROJECTIONS AND DIMENSIONS TO PROPERTY LINES.
- SHOW VICINITY LOCATION MAP AND NORTH ARROW.
- SHOW PARKING LAYOUT, DRIVEWAY LOCATIONS AND NEW SIDEWALKS. FULLY DETAIL ALL DISABLED ACCESSIBILITY FEATURES.
- SHOW EXIT DOOR LOCATIONS

4. KEY PLAN

- SHOW LOCATION WITHIN BUILDING WHERE WORK IS BEING DONE.
- SHOW PATH OF TRAVEL FROM SPACE TO EXTERIOR EXITS.
- SHOW PATH OF TRAVEL TO MAIN ENTRANCES FOR ACCESSIBILITY PER STATE AND ADA DISABLED ACCESS REGULATIONS.

5. ARCHITECTURAL AND STRUCTURAL PLANS

- BASEMENT/BELOW GRADE STRUCTURES TO SHOW REQUIRED EXCAVATION WITH CUTS THAT WOULD BE LESS THAN OR EQUAL TO 2:1 HORIZONTAL TO VERTICAL RATIO. A CROSS SECTION OF CUTS THROUGH THE SITE BEGINNING AT THE PROPERTY LINES TO **DETERMINE IF A SHORING PLAN IS REQUIRED PER CHAPTER 33.**
- THE MINIMUM ACCEPTABLE SCALE IS $1/4" = 1'$. SITE PLAN MAY BE $1/8" = 1'$.
- PROVIDE FLOOR FRAMING PLAN (EXISTING LAYOUT AND PROPOSED IMPROVEMENTS).
- PROVIDE ROOF FRAMING PLAN. INCLUDE WET SIGNED CALCULATIONS FOR ANY MANUFACTURED TRUSS SYSTEMS (IF APPLICABLE). IN ADDITION TO TRUSS ENGINEER, THE ENGINEER OF RECORD SHALL ALSO REVIEW AND STAMP APPLICABLE TRUSS CALCULATIONS.
- PROVIDE ARCHITECTURAL FLOOR PLANS AND SEATING PLAN WITHIN ASSEMBLY USE AREAS.
- PROVIDE EXIT LOCATION(S), PATH(S) AND LIGHTING.
- SHOW EXTERIOR ELEVATIONS WHEN CHANGES TO EXISTING ARE MADE.
- PROVIDE STRUCTURAL MATERIAL SPECIFICATION.
- PROVIDE STRUCTURAL AND ARCHITECTURAL DETAILS. PROVIDE TYPICAL CROSS SECTIONS IN EACH DIRECTION WHERE NECESSARY.
- PROVIDE REFLECTED CEILING PLANS WITH BRACING AND SUPPORT DETAILS.
- PROVIDE DETAILS OF ALL FEATURES AND FIXTURES IN COMPLIANCE WITH ADA AND THE STATE BUILDING CODE DISABLED ACCESSIBILITY STANDARDS (CHAPTER 11A OR 11B)
- PROVIDE ELEVATIONS SHOWING LOCATION OF MECHANICAL EQUIPMENT.
- ONLY GAS FIREPLACES, PELLET-FUELED WOOD HEATERS OR EPA CERTIFIED WOOD BURNING APPLIANCES MAY BE INSTALLED IN NEW CONSTRUCTION PER CHAPTER 12.64 OF THE MUNICIPAL CODE.

6. DETAILS

- PROVIDE THE WINDOW SCHEDULE, LISTING SIZES AND TYPES. DETAIL SAFETY GLAZING LOCATIONS.
- PROVIDE THE DOOR SCHEDULE, LISTING SIZES AND TYPES. DETAIL FIRE RATINGS, HARDWARE, CLOSERS AND THRESHOLDS.
- PROVIDE FLASHING DETAILS. SHOW VERTICAL AND VERTICAL TO HORIZONTAL JUNCTURES OF MATERIALS.
- DETAIL FOOTINGS, PIERS AND GRADE BEAMS.
- SHOW CHANGES TO FLOOR OR TO FOUNDATION SYSTEM (I.E. SLAB TO WOOD FRAME).
- DETAIL ALL POST AND GIRDER CONNECTIONS.
- DETAIL ALL ROOF FRAMING.
- PROVIDE LATERAL LOADS FOR HANDRAILS, GUARDRAILS AND INCLUDE SUPPORT DETAILS.
- SHOW STRUCTURAL SECTIONS WITH DETAILS AT FOUNDATION, FLOOR AND ROOF LEVELS.
- SHOW DETAIL OF FIRE SEPARATIONS WITH ASSEMBLY NUMBERS AND SECTIONS.
- PROVIDE DETAIL OF ALL FIRE PENETRATIONS AND OPENINGS, INCLUDING ASSEMBLY NUMBERS.
- PROVIDE CROSS SECTION OF FIRE RATED CORRIDOR, SHAFTS, DOOR RATINGS, SMOKE/FIRE DAMPER LOCATIONS.
- PROVIDE FINISH SCHEDULE WITH FLAME SPREAD RATINGS.

7. PLUMBING

- PROVIDE A LISTED ACCESSIBLE BACK FLOW WATER AND RELIEF VALVE INSTALLED FOR ALL NEW, REPAIRED, REPLACED OR ALTERED BUILDING SEWERS.
- PROVIDE PLUMBING FIXTURE AND SINGLE LINE SCHEMATICS WITH PIPE SIZE CALCULATIONS. ISOMETRIC DIAGRAM MAY BE REQUIRED FOR COMPLEX PLUMBING PLANS.
- SHOW CHEMICAL WASTE AND PIPING PLAN. WATER POLLUTION CONTROL AND HAZMAT APPROVAL IS REQUIRED.
- PROVIDE ISOMETRIC DIAGRAM FOR ALL GAS PIPING. SHOW DISTANCE AND LOCATION FROM METER TO MOST REMOTE FIXTURE; INCLUDE SIZES OF ALL BRANCH LINES WITH DISTANCE AND BTU RATINGS OF ALL GAS APPLIANCES.
- PROVIDE STATE ARCHITECT CERTIFIED EARTHQUAKE-ACTUATED GAS SHUTOFF VALVES AT ALL NEW, RELOCATED AND REPLACED GAS UTILITY METERS.

8. MECHANICAL PLAN

- PROVIDE HVAC PLANS: LOCATION, SIZE, DUCT LAYOUT AND SMOKE/FIRE DAMPERS.
- PROVIDE ROOF/WALL PENETRATION DETAILS AND SPECIFICATIONS.
- PROVIDE ENVIRONMENTAL AND PRODUCT CONVEYING DUCT PLAN.
- SHOW GAS PIPING AND SIZING CALCULATIONS.
- SHOW EXHAUST HOODS, SIZING CALCULATIONS, MAKE UP AIR RETURNS AND EXTINGUISHING SYSTEMS.
- INCLUDE KITCHEN PLAN FOR COMMERCIAL KITCHENS AND SANTA CLARA COUNTY HEALTH DEPARTMENT APPROVAL.

9. ELECTRICAL PLAN

- PROVIDE SIZE AND LOCATION OF ALL ELECTRICAL PANEL INSTALLATIONS. ALL NEW, RELOCATED, ADDITIONS OR TEAR DOWNS OVER 50% OF EXISTING BUILDING SQUARE FOOTAGE SHALL HAVE ALL UTILITIES INSTALLED SERVICE LATERAL (UNDERGROUND).
- SHOW OUTLETS, FIXTURES, SWITCHES, SERVICE PANELS AND SUBPANEL.
- SHOW WIRE AND CONDUIT SIZES ON ELECTRICAL ONE LINE DRAWINGS.
- SHOW ELECTRICAL CEILING LIGHTING PLANS, INCLUDING EXIT LIGHTING AS APPLICABLE.

10. TITLE 24 ENERGY DOCUMENTS — (2) 8-1/2 X 11 COPIES REQUIRED

- INCLUDE FORM ENV-1, MECH-1, LTG-1, ETC. WITH ALL REQUIRED SIGNATURES ON DOCUMENTATION. INCLUDE LIST OF MANDATORY FEATURES.
- SHOW COMPLETE CALCULATIONS BASED ON SCOPE OF WORK.
- *the 2013 energy code becomes effective July 1, 2014**

11. STRUCTURAL CALCULATIONS — (2) 8-1/2 X 11 COPIES REQUIRED

- DESIGN FOR SEISMIC ZONE E/WIND SPEED 110 MPH/EXPOSURE B
- CALCULATIONS ARE NECESSARY FOR RETAINING WALLS OVER 4', NON-STANDARD CONSTRUCTION AND ALL ONE AND TWO-STORY STRUCTURES UNLESS MEETING SINGLE-STORY FRAMING REQUIREMENTS IN THE 2013 CALIFORNIA RESIDENTIAL CODE. COPIES TO BE WET-SIGNED

12. SPECIAL INSPECTION

- WHERE SPECIAL INSPECTION OR TESTING IS REQUIRED BY C.B.C. SECTION 1705 THE DESIGN PROFESSIONAL SHALL INCORPORATE A STATEMENT OF SPECIAL INSPECTION INTO THE PLANS. THE CONTEXT OF THE STATEMENT SHALL INCLUDE THE MATERIALS, SYSTEMS, COMPONENTS, AND WORK TO BE VERIFIED BY THE REGISTERED PROFESSIONAL. SUCH VERIFICATIONS SHALL BE IDENTIFIED AS TO WHETHER IT WILL BE CONTINUOUS INSPECTION OR PERIODIC. WORK THAT IS MINOR IN NATURE FOR LIGHT FRAMED CONSTRUCTION, AS DETERMINED BY THE BUILDING OFFICIAL, MAY BE INSPECTED AND DOCUMENTED BY THE ENGINEER OF RECORD AND SHALL BE MADE AVAILABLE AT THE BUILDING DEPARTMENT'S REQUEST.

13. CIVIL DRAWINGS/GRADING AND DRAINAGE PLAN

(FOR NEW COMMERCIAL BUILDINGS AND ADDITIONS OVER 750 SQ. FT.)

- LOCATION OF JOB TRAILERS, TEMPORARY SANITARY FACILITIES AND POWER POLE LOCATIONS.
- LOCATION AND ELEVATION OF BENCHMARKS.
- ELEVATION AT STREET AND NEIGHBORING PROPERTY LINES
- PAD ELEVATION
- FINISHED FLOOR ELEVATION(S)
- EXISTING AND PROPOSED CONTOURS AND DRAINAGE PATTERN
- UNDERGROUND UTILITIES – EXISTING AND PROPOSED

14. BLUEPRINT FOR A CLEAN BAY GUIDELINE

- ATTACH 1 COPY TO 2 SETS OF PLANS AS SECOND SHEET.
- SHEETS CAN BE PURCHASED THROUGH THE CITY FOR A FEE OF \$10.00 PER SHEET OR DOWNLOADED FROM THE WEBSITE AT WWW.LOSALTOSCA.GOV

15. CAL GREEN BUILDING – (2) 8-1/2 X 11 COPIES REQUIRED

- PROVIDE TWO (2) 8-1/2 x 11 COPIES OF THE 2013 CALGREEN NON-RESIDENTIAL CHECKLIST MANDATORY MEASURES FORM AS APPLICABLE. IN ADDITION CHECKLIST TO BE PLACED AS A SEPARATE SHEET INSIDE ALL SETS OF PLANS . THIS FORM IS AVAILABLE AT THE PLANNING DIVISION OR AT WWW.LOSALTOSCA.GOV.

ADDITIONAL INFORMATION & REQUIREMENTS

FIRE SPRINKLERS

- AN AUTOMATIC SPRINKLER SYSTEM SHALL BE PROVIDED THROUGHOUT ALL NEW BUILDINGS AND THROUGHOUT ALL EXISTING BUILDINGS WHEN MODIFICATIONS ARE MADE THAT INCLUDE **ALTERATIONS*** AND/OR ADDITIONS OF FIFTY (50) PERCENT OR GREATER TO EXISTING FLOOR AREA, EXCLUDING BASEMENTS.
- BUILDINGS MAY ALSO BE SUBJECT TO FIRE SPRINKLERS DEPENDING ON DISTANCES TO EXISTING HYDRANTS AND THE FIRE FLOW AVAILABILITY AT THE SITE. THIS SHALL BE DETERMINED BY THE COUNTY FIRE DEPARTMENT AT DESIGN REVIEW.
- ALL FIRE SPRINKLER PLANS SHALL BE SUBMITTED DIRECTLY TO THE COUNTY FIRE DEPARTMENT BY A CALIFORNIA LICENSED C-16 FIRE SPRINKLER CONTRACTOR.

***SEE DEFINITION OF “ALTERATION” UNDER GENERAL INFORMATION.**

DEMOLITION

- A SEPARATE DEMOLITION PERMIT IS REQUIRED FOR THE COMPLETE AND SOMETIMES PARTIAL REMOVAL OF ANY STRUCTURE, AND MUST BE FINALIZED PRIOR TO THE ISSUANCE OF THE BUILDING PERMIT. UTILITY COMPANIES AND OTHER AGENCIES MUST SIGN-OFF ON THE DEMOLITION PERMIT PROCESS AS EARLY AS POSSIBLE.
- THE DEMOLITION PERMIT APPLICATION PACKAGE CAN BE OBTAINED FROM THE BUILDING DIVISION.

UTILITIES

- IT IS THE INTENT OF THE CITY TO ENSURE THAT ALL NEW UTILITY SERVICES AND RELOCATED EXISTING UTILITY SERVICES ARE PLACED UNDERGROUND, INCLUDING ADDITIONS OR ALTERATIONS* OF FIFTY (50)
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- PERCENT OR GREATER TO EXISTING BUILDINGS, EXCLUDING BASEMENTS. THEREFORE, THE FOLLOWING SHALL APPLY:
 - IN AREAS SERVED BY EXISTING OVERHEAD FACILITIES, ALL NEW SERVICE DROPS SHALL BE INSTALLED UNDERGROUND FROM THE MOST CONVENIENT EXISTING POLE.
 - RELOCATIONS AND EXTENSIONS OF EXISTING OVERHEAD FACILITIES SHALL BE PROHIBITED; PROVIDED, HOWEVER, RELOCATION OF EXISTING POLES SHALL BE PERMITTED IN SOME INSTANCES PURSUANT TO SECTION 13.20.160 OF THE MUNICIPAL CODE.
 - THE BUILDING OFFICIAL MAY GRANT EXCEPTIONS TO THESE REQUIREMENTS IN CASES WHERE ACCESS ACROSS ADJACENT PROPERTY IS NECESSARY, BUT IS NOT LEGALLY OR PRACTICALLY AVAILABLE. (ORD. 07-312 1 (PART)).

HEALTH DEPARTMENT

PURSUANT TO CALIFORNIA HEALTH AND SAFETY CODE SECTION 114380, YOU MUST OBTAIN PLAN APPROVAL FROM THE COUNTY OF SANTA CLARA DEPARTMENT OF HEALTH, ENVIRONMENTAL HEALTH SERVICES DIVISION FOR ANY TYPE OF RETAIL FOOD OR BEVERAGE FACILITY IN SANTA CLARA COUNTY. PROJECTS INCLUDE:

- CONSTRUCTION OF ANY NEW FOOD SERVICE ESTABLISHMENT
- REMODELING OR EXPANDING ANY EXISTING FOOD SERVICE ESTABLISHMENT
- CONVERSION OF A NON-FOOD BUSINESS TO A FOOD SERVICE ESTABLISHMENT
- TRANSFER OF OWNERSHIP OF ANY RELATED FOOD SERVICE ESTABLISHMENT

THE ABOVE INCLUDES BUT IS NOT LIMITED TO RESTAURANTS, MOTELS/HOTELS/BED AND BREAKFAST, AND DAY CARE AND ELDERLY CARE FACILITIES

- APPROVAL IS ALSO REQUIRED ON ANY NEW OR REMODELED PUBLIC SWIMMING POOL

FOR MORE INFORMATION CONTACT:

SCC DEPARTMENT OF HEALTH, ENVIRONMENTAL HEALTH SERVICES DIVISION
1555 BERGER DRIVE, SUITE 300
SAN JOSE, CA 95112-2716
(408) 918-3400