

CITY OF LOS ALTOS
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION
PHONE No. (650) 947-2752 FAX No. (650) 947-2734
WWW.LOSALTOSCA.GOV.



**SUBMITTAL REQUIREMENTS FOR A BUILDING PERMIT
SINGLE FAMILY RESIDENTIAL BUILDINGS, REMODELS AND ADDITIONS
(REVISED APRIL 9, 2015)**

PLAN SUBMITTAL HOURS: 8:00 A.M. – 11:30 A.M. AND 1 P.M. – 4:30 P.M.
CLOSED FOR STAFF MEETINGS: 8:00 A.M. – 9:00 A.M. – TUESDAY

THIS IS A LIST OF MINIMUM REQUIREMENTS FOR SINGLE-FAMILY RESIDENTIAL PROJECTS. IN UNIQUE SITUATIONS ADDITIONAL MATERIALS MAY BE NECESSARY.

PLEASE NOTE: THE PLANNING DIVISION MUST APPROVE THE CONSTRUCTION PLANS PRIOR TO SUBMITTING TO THE BUILDING DIVISION FOR A BUILDING PERMIT. THE PLANNING DIVISION WILL REVIEW THE PLANS TO VERIFY THAT ALL CONDITIONS OF THE DESIGN APPROVAL HAVE BEEN SATISFIED.

THE 2013 CALIFORNIA CODE OF REGULATIONS, TITLE 24, INCLUDING BUT NOT LIMITED TO, BUILDING, ENERGY, ELECTRICAL, GREEN, MECHANICAL, PLUMBING AND RESIDENTIAL CODES, WERE ADOPTED JANUARY 1, 2014. ALL RESIDENTIAL DETACHED ONE AND TWO-FAMILY DWELLINGS, TOWNHOUSES NOT MORE THAN THREE STORIES ABOVE GRADE PLANE HEIGHT WITH A SEPARATE MEANS OF EGRESS ARE COVERED UNDER THE 2013 CALIFORNIA RESIDENTIAL CODE.

**THE FOLLOWING INFORMATION SHALL BE INTEGRATED INTO FOUR (4) SETS OF
PLANS AS APPLICABLE:**

1. GENERAL INFORMATION
2. TITLE PAGE
3. PLOT PLAN
4. FLOOR PLAN
5. EXTERIOR ELEVATIONS
6. CROSS SECTION DRAWINGS
7. FOUNDATION PLAN/GEOTECHNICAL INVESTIGATIONS
8. ROOF PLAN
9. ELECTRICAL PLAN
10. PLUMBING PLAN
11. MECHANICAL PLAN
12. TITLE 24 ENERGY DOCUMENTS
13. STRUCTURAL CALCULATIONS
14. SPECIAL INSPECTION
15. BLUEPRINT FOR A CLEAN BAY GUIDELINE
16. CIVIL DRAWINGS/GRADING AND DRAINAGE PLAN
17. GREEN BUILDING

****DEFERRED SUBMITTALS ARE NOT ALLOWED****
(DEFERRED SUBMITTALS ARE ONLY ALLOWED UNDER SPECIAL CIRCUMSTANCE AS APPROVED BY THE BUILDING OFFICIAL. **TRUSS CALCULATIONS** ARE NOT CONSIDERED SPECIAL CIRCUMSTANCE AND **ARE REQUIRED** IN ORDER TO PERFORM THE STRUCTURAL REVIEW)

1. GENERAL INFORMATION

- 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.
- PHASED CONSTRUCTION IS NOT ALLOWED.
- **SEPARATE STRUCTURES (I.E. DETACHED GARAGE, CABANA, POOL HOUSE, SWIMMING POOLS, CAR CHARGERS AND PHOTOVOLTAIC) REQUIRE SEPARATE PERMITS.** 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. **EXCEPTION:** NEW ROOF FRAMING THAT TIE IN ADDITIONS OVER EXISTING ROOFED AREAS NEED NOT BE INCLUDED.
- 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).
- NEW TWO-STORY RESIDENCES AND SECOND STORY ADDITIONS REQUIRE A LICENSED ARCHITECT AND/OR LICENSED ENGINEER TO APPROVE AND SIGN STRUCTURAL SHEETS AND CALCULATIONS.
- SHOW SCALE FOR ALL DRAWINGS AND DETAILS. MINIMUM ACCEPTABLE SCALE IS 1/4”= 1’. EXCEPTION: SITE PLANS ARE ACCEPTABLE AT 1/8” SCALE.

2. TITLE PAGE

- SHEET INDEX SCHEDULE.
- ALL APPLICABLE CONDITIONS OF APPROVAL SHALL BE INCORPORATED AND PRINTED ON THE TITLE PAGE.
- LIST APPLICABLE CURRENT BUILDING CODES (2013 CALIFORNIA CODES).
- SCOPE OF WORK.
- OCCUPANCY GROUP(S).
- TYPE OF CONSTRUCTION/SPRINKLER – NON FIRE SPRINKLER.
- ALLOWABLE BUILDING AND FLOOR AREA CALCULATIONS.

3. SITE PLAN

- THE MINIMUM ACCEPTABLE SCALE IS 1/8” = 1’.
- INCLUDE PLANS FOR ALL EXISTING AND PROPOSED STRUCTURES. CLEARLY DISTINGUISH BETWEEN EXISTING AND PROPOSED.
- SHOW LOCATION OF UTILITY LINES AND SERVICE METERS (GAS & ELECTRICAL METERS).
- SHOW APPROXIMATE LOCATION OF SEWER RUN AND **REQUIRED ATMOSPHERIC AND BACK FLOW WATER VALVE** LOCATION.
- SHOW A NORTH ARROW.
- SHOW PROPERTY LINES, LOT DIMENSIONS AND ALL STRUCTURE SETBACKS. SHOW ALL EXISTING AND PROPOSED STRUCTURES AND THE DISTANCES BETWEEN EACH (INCLUDING ACCESSORY BUILDINGS, DECKS, POOLS, SPAS AND SHEDS).
- SHOW TOTAL LOT AREA, ALLOWED LOT COVERAGE, PROPOSED LOT COVERAGE, ALLOWED FLOOR AREA RATIO.
- SHOW ALL EASEMENTS INCLUDING THOSE FOR PUBLIC UTILITIES, STORM DRAINS, AND THE SANTA CLARA VALLEY WATER DISTRICT.
- SHOW DRIVEWAYS AND ADJACENT STREETS.
- SHOW THE TYPE AND LOCATION OF ALL MAJOR LANDSCAPING (TREES, SCREENING, AND SHRUBS) TO BE RETAINED OR REMOVED AND ALL PROPOSED LANDSCAPING REQUIRED AS A CONDITION OF DESIGN REVIEW.
- SHOW BUILDING PAD ELEVATIONS AND FINISHED FLOOR ELEVATIONS (EXCEPT WHEN NO CHANGES ARE PROPOSED TO EXISTING ELEVATIONS).
- DO NOT SHOW FUTURE POOLS, CABANA, TRELLIS OR OUTDOOR KITCHENS OR WORK NOT INCLUDED ON PERMIT APPLICATION.

4. FLOOR PLAN

- SHOW DIMENSIONS FOR ALL EXISTING AND PROPOSED ROOMS AND INDICATE USE.
- SHOW DIMENSIONS FOR ALL DOORS, WINDOWS AND FIXTURES FOR KITCHEN AND BATHROOMS.
- LOCATE ALL ELECTRICAL FEATURES. INCLUDE LOCATION OF NEW AND/OR EXISTING MAIN SERVICE PANEL AND ALL SUB-PANELS.
- SHOW SKYLIGHTS AND THEIR LISTED EVALUATION SERVICE REPORT
- PROVIDE WINDOW AND DOOR SCHEDULE.
- BASEMENT THEATERS/MEDIA ROOMS SHALL HAVE EITHER A DIRECT EMERGENCY EGRESS DOOR OR WINDOW TO OUTSIDE OR A INTERCONNECTED SMOKE DETECTION AND VISUAL STROBE INSTALLED WHEN THE ENTIRE BUILDING IS PROVIDED WITH A NFPA 13D SPRINKLER SYSTEM. SUCH ROOMS SHALL INCLUDE ADEQUATE VENTILATION FROM EITHER:
 - A. OUTSIDE THE BUILDING PER 2013 CBC SECTION 1203.4.1.
 - OR
 - B. INSIDE THE BUILDING PER 2013 CBC SECTION 1203.4.1.1 WITH THE DOOR TO THE THEATER CLOSED
- ONLY DECORATIVE GAS APPLIANCES, PELLET-FUELED WOOD HEATERS OR EPA PHASE II CERTIFIED WOOD-BURNING APPLIANCES MAY BE INSTALLED AS PERMITTED PER CHAPTER 12.64 OF THE MUNICIPAL CODE (SOLID FUEL BURNING FIREPLACES SHALL BE EPA CERTIFIED).

5. EXTERIOR ELEVATION DRAWINGS

- SHOW THE APPEARANCE OF ALL EXTERIOR WALLS, ROOFS, DOORS, AND WINDOWS, AND INDICATE THE FINISH MATERIALS TO BE USED.
- CLEARLY DISTINGUISH BETWEEN EXISTING AND PROPOSED CONSTRUCTION.
- SHOW THE DAYLIGHT PLANE DRAWN AND DIMENSIONED FROM THE PROPERTY LINES
- SHOW ELEVATIONS OF GRADE, FINISH FLOOR, TOP PLATES AND OVERALL BUILDING HEIGHT.
- INDICATE ROOF PITCH.

6. CROSS SECTION DRAWINGS

- SHOW THE FOUNDATION/FLOOR SYSTEM, THE WALL PLATE HEIGHTS AND THE ROOF PITCH.
- SHOW A MINIMUM OF AT LEAST TWO COMPLETE LONGITUDINAL AND TRANSVERSE CROSS-SECTIONS OF NEW CONSTRUCTION.

7. FOUNDATION PLAN/GEOTECHNICAL INVESTIGATIONS (GEOTECHNICAL REPORTS REQUIRED ON NEW RESIDENCES, SECOND-STORY ADDITIONS AND BASEMENTS)

- 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 $\frac{1}{4}'' = 1'$.
- SHOW THE UNDER FLOOR AREA TO BE EXCAVATED.
- SHOW THE FOUNDATION LAYOUT (FOUNDATION LOCATION, PIERS, GRADE BEAMS, ETC.). SHOW REINFORCING STEEL, HOLD DOWN DEVICES AND SHEAR WALL LENGTHS.
- SHOW THE FLOOR CONSTRUCTION INCLUDING FLOOR FRAMING SIZE, SPACING, FLOOR SHEATHING AND CONNECTION DETAILS.
- INCLUDE CALCULATIONS FOR ANY MANUFACTURED FLOOR TRUSS SYSTEM. TRUSS CALCULATIONS MAY NOT BE DEFERRED.
- INDICATE UNDER FLOOR VENTILATION METHOD.
- ALL NEW BUILDINGS AND STRUCTURES LOCATED IN SEISMIC DESIGN CATEGORY C, D, E OR F REQUIRE A FOUNDATION AND SOILS INVESTIGATION REPORT PER SECTIONS 1803.5.11 AND 1803.5.12 OF THE 2013 CALIFORNIA BUILDING CODE (CBC). THE FOUNDATION AND SOILS INVESTIGATIONS REPORT SHALL BE PREPARED, STAMPED, AND SIGNED BY A LICENSED SOILS OR GEOTECHNICAL ENGINEER.

- GEOTECHNICAL ENGINEER OF RECORD SHALL PROVIDE A STAMPED LETTER VERIFYING CONFORMANCE WITH REPORT RECOMMENDATIONS AND PROJECT CONSTRUCTION PLANS.

FOUNDATION AND SOILS INVESTIGATIONS **MAY NOT BE REQUIRED** FOR ITEMS I, II, III, & IV, BELOW; IF THE FOLLOWING MINIMUM DESIGN REQUIREMENTS ARE INCORPORATED INTO THE DRAWINGS

- i) ONE STORY ADDITION TO AN EXISTING SINGLE FAMILY DWELLING.
- ii) ACCESSORY STRUCTURES TO AN EXISTING SINGLE FAMILY DWELLING SUCH AS ATTACHED OR DETACHED GARAGES, PATIO COVERS, CARPORTS, AND SIMILAR STRUCTURES.
- iii) NON-RESIDENTIAL MISCELLANEOUS STRUCTURES NOT EXCEEDING 15 FEET IN HEIGHT.
- iv) LIGHT STANDARDS NOT EXCEEDING 30 FEET IN HEIGHT.

MINIMUM DESIGN REQUIREMENTS:

- A) ALLOWABLE FOUNDATION PRESSURE NOT TO EXCEED 1500 PSF.
- B) FOOTING TO HAVE MINIMUM REINFORCEMENT OF : 2-#4 AT TOP AND 2-#4 AT BOTTOM.
- C) THE MINIMUM DEPTH OF FOOTINGS BELOW UNDISTURBED GROUND SURFACE TO BE 12 INCHES.
- D) TABLE 1808.8.1 CBC 2013 MINIMUM SPECIFIED COMPRESSIVE STRENGTH 2,500PSI. PRESCRIPTIVE WIDTH AND THICKNESS OF FOOTINGS SHALL COMPLY WITH TABLE 1809.7 OF 2013 CBC.

8. ROOF PLAN

- THE MINIMUM ACCEPTABLE SCALE IS 1/4" = 1'.
- SHOW RIDGES, HIPS, VALLEYS, SKYLIGHTS, AND THE SIZE AND SPACING OF STRUCTURAL MEMBERS.
- SHOW LOCATION AND FRAMING DETAILS FOR ANY PROPOSED SKYLIGHTS.
- SHOW THE ROOF PITCH.
- INDICATE TYPE OF ATTIC VENTILATION AND NUMBER OF OPENINGS REQUIRED.
- INCLUDE WET SIGNED CALCULATIONS FOR ANY MANUFACTURED TRUSS SYSTEM WITH SUBMITTAL APPLICATION. IN ADDITION TO TRUSS ENGINEER, THE ENGINEER OF RECORD SHALL ALSO REVIEW AND STAMP A LETTER OF CONFIRMATION FOR THE APPROVAL OF APPLICABLE TRUSS CALCULATIONS.
- **A STATEMENT ON THE CONSTRUCTION PLANS SHALL NOTE THAT FINISHED ROOFING MATERIAL SHALL BE INSTALLED AND COMPLETED PRIOR TO FRAME INSPECTION.**

9. ELECTRICAL PLAN

- PROVIDE SIZE AND LOCATION OF ALL ELECTRICAL PANEL INSTALLATIONS. ALL NEW, RELOCATED, **ADDITIONS OR "TEAR DOWNS"** OVER 50% OF EXISTING BUILDING, EXCLUDING BASEMENTS, SHALL HAVE ALL UTILITIES INSTALLED SERVICE LATERAL. (UNDERGROUND). *SEE DEFINITION UNDER GENERAL INFORMATION
- PROVIDE ELECTRICAL LOAD CALCULATIONS TO JUSTIFY SIZE OF ELECTRICAL SERVICE DISCONNECT.(200 AMP. SERVICE OK FOR 3000 SQ. FT OR LESS.)
- SHOW LOCATION, TYPE OF FIXTURES AND SWITCHING TO COMPLY WITH REQUIRED BUILDING ENERGY EFFICIENCY STANDARDS, TITLE 24, PART 6.
- PROVIDE ARC-FAULT, GROUND-FAULT, DEDICATED CIRCUITS, SMALL APPLIANCE LOADS, MOTOR LOAD PROTECTION, SMOKE AND CARBON MONOXIDE DETECTORS PER ARTICLES IN THE 2010 CALIFORNIA ELECTRICAL CODE (CEC) PART 3/CALIFORNIA RESIDENTIAL CODE (CRC) TITLE 24, PART 2.5.

NOTE: PHOTOVOLTAIC AND ELECTRIC VEHICLE CHARGERS REQUIRE SEPARATE PERMITS.

10. PLUMBING PLAN

- PROVIDE AN ATMOSPHERIC AND LISTED ACCESSIBLE BACK FLOW WATER VALVE INSTALLED FOR ALL NEW, REPAIRED, REPLACED OR ALTERED BUILDING SEWERS (SEE HANDOUT).
- BUILDING SEWERS SHALL HAVE AN **ATMOSPHERIC RELIEF VALVE INSTALLED UPSTREAM OF THE BACKWATER VALVE** OUTSIDE THE BUILDING IN CLOSE PROXIMITY TO THE FOUNDATION (SEE HANDOUT @BUILDING DIVISION). PROVIDE STREET CLEAN OUT 2' TO 5' BEHIND PROPERTY LINE.
- SHOW PLUMBING FIXTURE DRAINAGE, WASTE AND VENT SINGLE LINE SCHEMATIC WITH PIPE SIZE FOR ALL UNDERSLAB PLUMBING (BASEMENTS). ISOMETRIC DIAGRAM MAY BE REQUIRED FOR COMPLEX PLUMBING PLANS.
- SHOW FIXTURE COUNT AND CALCULATION FOR WATER SUPPLY LINE FROM UTILITY WATER METER TO RESIDENCE. CHECK WITH WATER PURVEYOR AND FIRE SPRINKLER CONTRACTOR FOR ADDITIONAL CHECK VALVE AND SIZING REQUIREMENTS.
- PROVIDE ISOMETRIC DIAGRAM FOR ALL GAS PIPING. SHOW DISTANCE AND LOCATION FROM METER TO MOST REMOTE FIXTURE; INCLUDE SIZES OF ALL BRANCH LINES WITH DISTANCES ALONG WITH BTU RATINGS OF ALL GAS APPLIANCES (SEE FIGURE 1216.1.1 AND TABLE 1216.2(1) CALIFORNIA PLUMBING CODE 2013, TITLE 24, PART 5).
- **PROVIDE STATE ARCHITECT CERTIFIED EARTHQUAKE-ACUATED GAS SHUT-OFF VALVES AT ALL NEW, RELOCATED, AND REPLACED GAS UTILITY METERS.**

11. MECHANICAL PLAN

- SHOW LOCATION OF ALL MECHANICAL EQUIPMENT. PROVIDE EVALUATION REPORT NUMBERS FOR ALL MAKES AND MODELS FOR SPECIFIC FIREPLACE MODELS BEING PROPOSED. WOOD BURNING FIREPLACES ARE NOT ALLOWED UNLESS EPA PHASE II.
- SHOW LOCATION OF PROPOSED A/C UNITS, DISTANCE TO PROPERTY LINES, DBA RATING AND MODEL NUMBER
- SHOW DUCT CHASE LOCATIONS FOR ALL MULTI-STORY BUILDINGS.
- ALL MECHANICAL EQUIPMENT WITHIN VEHICULAR ROUTES SHALL HAVE APPROVED VEHICLE BARRIERS INSTALLED. (BOLLARDS)

12. TITLE 24 ENERGY DOCUMENTS - 2 COPIES REQUIRED

- PROVIDE TWO (2) COPIES OF THE CF-1R COMPLIANCE FORMS.
- AS OF JULY 1, 2014 COMPLIANCE DOCUMENTS WILL BE REQUIRED ON NEW STRUCTURES AND ADDITIONS OVER 300 SQUARE FEET AND PROJECTS INCREASING IN VOLUME OR CONDITIONED SPACE.

13. STRUCTURAL CALCULATIONS – 2 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

14. 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.

15. BLUEPRINT FOR A CLEAN BAY GUIDELINE:

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

16. CIVIL DRAWINGS/GRADING AND DRAINAGE PLAN:

(FOR NEW HOMES AND ADDITIONS OVER 750 SQUARE FEET)

- 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
- STORMWATER MANAGEMENT MEASURES TO RETAIN STORMWATER ON SITE IN ACCORDANCE WITH THE CITY'S BEST MANAGEMENT PRACTICES
- UNDERGROUND UTILITIES – EXISTING AND PROPOSED

NOTE: FOR ADDITIONS OVER 750 SQUARE FEET THE GRADING AND DRAINAGE PLAN SHALL BE PREPARED BY A REGISTERED CIVIL ENGINEER OR A LICENSED ARCHITECT.

17. GREEN BUILDING - 2 COPIES REQUIRED (8-1/2 x 11)

- **ALL NEW RESIDENTIAL BUILDINGS AND EXISTING BUILDINGS** THAT INCREASE VOLUME OR CONDITIONED SPACE MUST MEET THE 2013 CALIFORNIA GREEN BUILDING STANDARDS CODE REGULATIONS.
- ALL SETS OF PLANS SHALL INCLUDE A SEPARATE FULL-SIZE SHEET OF THE CAL-GREEN RESIDENTIAL MANDATORY MEASURES FORM **IN ADDITION** TO TWO (2) SEPARATE 8-1/2 x 11 COPIES OF THE FORM. THE SIGNATURE DECLARATION PAGE **MUST** BE COMPLETED BY ALL PARTIES. THIS FORM IS AVAILABLE AT THE PLANNING DIVISION OR AT WWW.LOSALTOSCA.GOV. **EXCEPTION:** PROJECTS **300 SQ. FT. OR LESS** OF ADDITION AND/OR STRUCTURAL REMODELED AREA COMBINED WILL ONLY BE REQUIRED TO INCORPORATE A SEPARATE FULL-SIZE SHEET OF THE CALGREEN RESIDENTIAL MANDATORY MEASURES CHECKLIST INTO THE PLANS AND WILL NOT BE REQUIRED TO SIGN THE SIGNATURE DECLARATIONS PAGE.

ADDITIONAL INFORMATION & REQUIREMENTS

FIRE SPRINKLERS

- AN AUTOMATIC RESIDENTIAL FIRE SPRINKLER SYSTEM SHALL BE INSTALLED IN ACCORDANCE WITH NATIONAL FIRE PROTECTION ASSOCIATION'S (FPA) STANDARD 13D IN ALL NEW ONE AND TWO-FAMILY DWELLINGS AND IN EXISTING DWELLINGS WHEN ADDITIONS ARE MADE THAT INCREASE THE BUILDING AREA TO MORE THAN ALLOWABLE FIRE-FLOW APPENDIX TABLE B105.1, OR ADDITIONS EXCEEDS FIFTY (50) PERCENT (INCLUSIVE OF GARAGE CONVERSIONS) OF THE EXISTING LIVING AREA (EXISTING SQUARE FOOT CALCULATIONS SHALL NOT INCLUDE EXISTING BASEMENT). WHEN AUTOMATIC FIRE SYSTEMS ARE REQUIRED BY THIS SECTION, ALL ASSOCIATED GARAGES SHALL BE INCLUDED. **TEAR-DOWNS* AND/OR ADDITIONS OVER FIFTY (50) PERCENT SHALL BE TREATED AS A NEW STRUCTURE REGARDING INSTALLATION OF FIRE SPRINKLER SYSTEMS.**
- THE OBLIGATION TO PROVIDE COMPLIANCE WITH THESE FIRE SPRINKLER REGULATIONS MAY NOT BE EVADED BY PERFORMING A SERIES OF SMALL ADDITIONS UNDERTAKEN OVER A THREE-YEAR PERIOD. THE PERMIT ISSUANCE DATE OF PAST ADDITIONS WHERE THESE REGULATIONS WERE IN EFFECT SHALL BE USED FOR DETERMINING COMPLIANCE.
- ALL FIRE SPRINKLER PLANS SHALL BE SUBMITTED DIRECTLY TO THE SANTA CLARA COUNTY FIRE DEPARTMENT BY A LICENSED C-16 FIRE SPRINKLER CONTRACTOR.
- THE CALIFORNIA WATER SERVICE REQUIRES DOUBLE CHECK VALVES INSTALLED ON BUILDINGS EQUIPPED WITH FIRE SPRINKLERS

*SEE DEFINITION OF "TEAR DOWN" UNDER GENERAL INFORMATION.

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 AND/OR TEAR DOWNS* OF FIFTY (50) 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 POLE DESIGNATED BY P.G. & E.
 - 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.
 - RESIDENTIAL PROPERTIES THAT ARE SERVED BY UTILITIES LOCATED IN REAR YARDS ON STANDARD LOTS WITH FRONTAGE ON ONLY ONE PUBLIC RIGHT-OF-WAY SHALL NOT BE REQUIRED TO UNDERGROUND EXISTING OVERHEAD SERVICES.
 - THE BUILDING OFFICIAL MAY GRANT EXCEPTIONS TO THESE REQUIREMENTS IN CASES WHERE ACCESS ACROSS AN ADJACENT PROPERTY IS NECESSARY, BUT IS NOT LEGALLY OR PRACTICALLY AVAILABLE.

***SEE DEFINITION OF "TEAR DOWN" UNDER GENERAL INFORMATION.**

SEWER CONNECTION

- ALL PROPERTIES MUST BE CONNECTED TO CITY SEWER PRIOR TO OBTAINING A PERMIT FOR A NEW RESIDENCE OR ADDITION TO AN EXISTING RESIDENCE.
- CONTACT THE PUBLIC WORKS ENGINEERING DIVISION AT (650) 947-2780 FOR MORE INFORMATION.

DEMOLITION PERMIT

- 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. IT IS RECOMMENDED THAT YOU BEGIN THE DEMOLITION PERMIT PROCESS AS EARLY AS POSSIBLE.
- THE DEMOLITION PERMIT APPLICATION PACKAGE CAN BE OBTAINED FROM THE BUILDING DIVISION.
- THE BUILDING DIVISION REQUIRES A DISTRICT JOB NUMBER (J#) PRIOR TO STRUCTURAL DEMOLITION. WHAT IS A JOB NUMBER?

BECAUSE ASBESTOS HAS BEEN USED IN MANY STRUCTURAL APPLICATIONS, DISTRICT REGULATION 11-2-401.3 REQUIRES THAT FOR EVERY DEMOLITION OR FOR EVERY RENOVATION INVOLVING THE REMOVAL OF 100 SQ. FT./LIN. FT OR GREATER OF REGULATED ASBESTOS CONTAINING MATERIAL (RACM), A NOTIFICATION MUST BE MADE TO THE BAAQMD AT LEAST 10 WORKING DAYS PRIOR TO COMMENCEMENT OF DEMOLITION/RENOVATION. FOR RESIDENTIAL BUILDING OF FOUR OR FEWER DWELLING UNITS, 72 HOUR PRIOR NOTIFICATION IS ACCEPTABLE WITH THE PAYMENT OF AN ADDITIONAL FEE.

WHAT IS THE DIFFERENCE BETWEEN DEMOLITION/RENOVATION?

BAAQMD REGULATION 11, RULE 2 DEFINES DEMOLITION AS THE WRECKING, DISMANTLING OR INTENTIONAL BURNING OF A STRUCTURE. RENOVATION IS THE REMOVAL OF REGULATED ASBESTOS CONTAINING MATERIAL (RACM).