



## **RESIDENTIAL PLAN CHECK APPLICATION**

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

PROJECT NO.: \_\_\_\_\_  
(City Use Only)

**PROJECT ADDRESS:** \_\_\_\_\_

Property Connected To Sewer?:     Yes    No

**APPLICANT:** \_\_\_\_\_ **PHONE NO.:** \_\_\_\_\_  
(Required)

APPLICANT'S ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_ **PHONE NO.:** \_\_\_\_\_  
(Required)

OWNER'S ADDRESS: \_\_\_\_\_

OWNER'S EMAIL ADDRESS (Required) \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_ **PHONE NO.:** \_\_\_\_\_  
(Required)

CONTRACTOR'S ADDRESS: \_\_\_\_\_

LICENSE NO. & CLASS \_\_\_\_\_

**DESCRIPTION OF WORK:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

<b>Do the following Municipal Ordinances apply to your project?</b>		
(Please verify with the planning division)		
Green Point Rating	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Fire Sprinklers	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Underground Utilities	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Breakdown NEW/ADDITIONAL Square Footage as follows:**  
New/Additional Living Sq. Ft. \_\_\_\_\_ New/Additional Non-Living Sq. Ft. \_\_\_\_\_  
(Basement square footage must be included for the building submittal/permit process)

Existing living square footage to be demolished (do not include garages): \_\_\_\_\_

**VALUATION OF CONSTRUCTION**

BUILDING	\$	_____
ELECTRICAL	\$	_____
FIRE	\$	_____
MECHANICAL	\$	_____
PLUMBING	\$	_____
OTHER	\$	_____
<b>TOTAL</b>	<b>\$</b>	_____

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

**APPLICANT'S SIGNATURE:**  
\_\_\_\_\_

Plan Check Fee \$ \_\_\_\_\_ Permit Fee \$ \_\_\_\_\_

DATE: \_\_\_\_\_

**PROJECT ADDRESS:** \_\_\_\_\_

I AM SUBMITTING PLANS PREPARED ACCORDING TO **SUBMITTAL REQUIREMENTS FOR A BUILDING PERMIT - Single Family Residential Buildings, Remodels and Additions.** (Handout can be obtained online or from the Building Division) THESE PLANS INCLUDE, BUT ARE NOT LIMITED TO:

- \_\_\_\_\_ 1. DESIGN APPROVED OR A&S APPROVED PLANS
- \_\_\_\_\_ 2. NAME, ADDRESS, WET SIGNATURES AND STAMPS OF ENGINEER, ARCHITECT, OR DESIGNER
- \_\_\_\_\_ 3. PLOT PLAN
- \_\_\_\_\_ 4. FLOOR PLAN – EXISTING AND PROPOSED
- \_\_\_\_\_ 5. EXTERIOR ELEVATION DRAWINGS
- \_\_\_\_\_ 6. CROSS SECTION DRAWINGS
- \_\_\_\_\_ 7. FOUNDATION PLAN
- \_\_\_\_\_ 8. ROOF PLAN (TRUSS CALCULATIONS BY ENGINEER, IF APPLICABLE – NO DEFERRALS)
- \_\_\_\_\_ 9. ELECTRICAL/PLUMBING/MECHANICAL PLANS
- \_\_\_\_\_ 10. FLOOR AREA CALCULATIONS DIAGRAM
- \_\_\_\_\_ 11. TITLE 24 – ENERGY DOCUMENTATION (WET SIGNED)
- \_\_\_\_\_ 12. STRUCTURAL CALCULATIONS (WET SIGNED AND STAMPED BY ENGINEER OR ARCHITECT)
- \_\_\_\_\_ 13. BLUEPRINT FOR A CLEAN BAY GUIDELINE
- \_\_\_\_\_ 14. CONDITIONS OF APPROVAL (WHERE APPLICABLE)
- \_\_\_\_\_ 15. GRADING AND DRAINAGE PLAN (NEW HOMES ONLY)
- \_\_\_\_\_ 16. GREEN POINT CHECK LIST & GB-1 PLAN (if applicable)
- \_\_\_\_\_ 17. GEOTECHNICAL REPORT (WHEN 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 residence, a demolition permit must be issued and finalized prior to obtaining your building permit. Please contact the Building Division for a demolition package. \*\***

