



City of Los Altos

Building Division

New Commercial, Multi-Family Dwellings, and Mixed-Use Plan Check Submittal Requirements

The following items are required to be included in your submittal for the City to consider your permit application complete. Plan check fees will be required upon acceptance of a complete submittal. Plan reviews will not begin until all plan check fees are paid in full. Plans and submittal documents shall be submitted to bldpermit@losaltosca.gov. For larger plans/submittals send via email using a dropbox link.

General Information

- An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date for 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, and mechanical) shall be completed at the time of the requested inspection. No partial inspections will be performed and phasing is not allowed.
- Separate structures (i.e. detached ADU, garage, cabana, pool house, and swimming pools) require separate permits.
- Los Altos is located within seismic design category D & E.
- Basic windspeed is 110 mph. 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.
- All copies of plans and documents shall be digitally signed by the appropriate architect, designer and/or engineer.
- Show scale for all drawings and details. Minimum acceptable scale is 1/4" = 1'. Exception: site plans are acceptable at 1/8" = 1' scale.

1. Completed Building Permit Application
2. Planning Permit conditions of approval must be copied onto the plans and accompanied by a letter which explains how each condition of approval has been satisfied and/or which sheet of the plans the information can found.
3. Title/Cover Sheet <ul style="list-style-type: none">• Occupancy Type, type of Construction and square footage of proposed structures.• All applicable Conditions of Approval shall be incorporated and printed on the title page.• Current Code Editions (2022 CBC, CRC, CEC, CMC, CPC, CGBC, CA Energy Code, Los Altos Municipal Code).• Index of plan sheets that identifies all plan sheet numbers as well as the content of each sheet.• A complete scope of work for the project.• Property owner and design professional(s) information.• General project information including Assessor Parcel Number (APN); General Plan designation; Zoning designation; and flood hazard zones as shown on FEMA map.• All Special Inspections that are required by Engineer or Architect of Record.

<ul style="list-style-type: none"> • All Structural criteria, such as Seismic design criteria and wind speed including exposure. All projects with a licensed Architect or Engineer shall include all structural information required by CBC 1603. • Type of Construction/Sprinkler – Non-Fire Sprinkler. List of deferred submittals (only deferred submittals allowed are Fire Sprinklers and PV system)
<p>4. Site Plan</p> <ul style="list-style-type: none"> • North Arrow and scale. • Dimensioned property lines, including any easements or encumbrances across the property. Show lot dimensions and all structure setbacks. • Location of utility lines and service meters (Gas & Electrical Meters) • Location of sewer run and required atmospheric and back flow water valve location. • All existing and proposed structures and the distances between each (including accessory buildings, decks, pools, spas, and sheds). Clearly distinguish between existing and proposed. • Show driveways and adjacent streets. • Location, size, type, and dripline of all existing trees greater than 4” in diameter and all proposed trees. • Show building pad elevations and finished floor elevations (except when no changes are proposed to existing elevations). • Zoning project summary table showing compliance with development standards. • Do NOT show future pools, cabanas, trellis or outdoor kitchens or any work not included in the current project scope.
<p>5. Site Survey</p> <ul style="list-style-type: none"> • A site survey prepared by a licensed land surveyor.
<p>6. Tree Protection Plan</p> <ul style="list-style-type: none"> • All trees over 4” diameter measured 48” above natural grade. • Number all trees on the plan. • Table referencing each numbered tree identifying the tree species and size, whether they are a protected tree per the City’s Tree protection Regulations. • Show tree protection fencing around the dripline of all protected trees.
<p>7. Landscape and Irrigation Plan</p> <ul style="list-style-type: none"> • Existing and proposed front yard and exterior side yard landscaping, street trees, and hardscape improvements. • All information necessary to demonstrate compliance with the City’s <u>Water Efficient Landscape Ordinance</u>. • Color photos of all proposed trees and evergreen screening plants with labels for common name, anticipated rate of growth, and anticipated height and spread at maturity. • Landscaping and trees required for privacy and/or visual screening. • Existing and proposed fences/walls including material and height. • Irrigation details for plants, turf, and trees.
<p>8. Floor Plans</p> <ul style="list-style-type: none"> • 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

<ul style="list-style-type: none"> • Provide window and door schedule. • Basement theaters/media rooms shall have either a direct emergency egress door or window to outside OR an interconnected smoke detection and visual strobe installed with the entire building protected by a NFPA13D sprinkler system. Such rooms shall include adequate light, ventilation, and heat per CRC R303 • Show occupancy separation required between the garage and living space. • Show door landings required and illumination at all exterior doors. • Indicate required clearances at all fixtures. • For an attached ADU it must have an independent electrical sub-panel, water heating and space heating equipment within the unit or be readily accessible to the occupant on the exterior of the unit.
<p>9. Exterior Elevations</p> <ul style="list-style-type: none"> • Existing and proposed building elevations of all sides of the home. • Show the appearance of all exterior walls, roofs, doors and windows, and finish materials to be used. • Show the daylight plane from existing grade at the side property lines shown at the highest point of the structure. • Show elevations of grade, roof pitch, finish floor, top plates and overall building height.
<p>10. Cross Section Drawings</p> <ul style="list-style-type: none"> • 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.
<p>11. Foundation Plan</p> <p>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.</p> <ul style="list-style-type: none"> • 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. • Foundations and soils investigation may not be required for the items below if the following minimum design guidelines are incorporated into the plans: <p>Minimum Design Requirements</p> <ul style="list-style-type: none"> • Allowable foundation pressure not to exceed 1,500 psf. • Footing to have minimum reinforcement of 2-#4 at top and 2-#4 at bottom. • The minimum depth of footings below undisturbed ground surface to be 12 inches. • Table 1808.8.1 CBC 2022 Minimum specified compressive strength 2,500psi. Prescriptive width and thickness of footings shall comply with Table 1809.7 of 2022 CBC.
<p>12. Roof Plans</p> <ul style="list-style-type: none"> • Ridges, hips, valleys, skylights, and the size and spacing of structural members. • Location and framing details for any proposed skylights. • Roof pitch. • Type of attic ventilation and number of openings required.

<ul style="list-style-type: none"> • Include digitally 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. • Photovoltaic shading area for arrays shall be shown. • A statement on the construction plans shall note that finished roofing material shall be installed and completed prior to frame inspection.
<p>13. Electrical Plans</p> <ul style="list-style-type: none"> • Provide size and location of all electrical panel installations. All New Construction, relocated service panels or additions exceeding 50% of floor area, excluding basements and/or additions of 750 square feet or more shall have all utilities installed service lateral. (Underground). For this section, removal of roof framing with associated exterior walls down to, or below the subfloor/slab shall be included in the above calculations. *See municipal code section 12.68.020. • Provide electrical load calculations to justify the size of electrical service disconnects. (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 appliances. • Loads, motor load protection, smoke, and carbon monoxide detectors per articles in the 2022 California Electrical Code (CEC) part 3/California Residential Code (CRC) Title 24, Part 2.5.
<p>14. Plumbing Plans</p> <ul style="list-style-type: none"> • 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 under slab 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 1215.1.1 and table 1215.2(1) California Plumbing Code 2022, Title 24, part 5. • Provide state architect certified earthquake-actuated gas shut-off valves at all new, relocated, and replaced gas utility meters.
<p>15. Mechanical Plans</p> <ul style="list-style-type: none"> • 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. Gas appliance fireplaces only per BAAQMD. (Bay Area Air Quality Management District). • 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)
<p>16. Civil Drawings/Grading and Drainage Plans</p> <ul style="list-style-type: none"> • Location and elevation of benchmarks. • Elevation at street and neighboring property lines. • Pad and finished floor elevations.

<ul style="list-style-type: none"> • Site contours and topography. • Grading quantity (cut and fill calculation). • The location of all trees proposed to remain (as identified in the Tree Protection Plan). • Drainage plan with stormwater treatment devices and site design measures to conform with the Stormwater Pollution Prevention Plan (SWPPP) and C.3. standards. • Total planned area of impervious surface that will be created or replaced in square feet. • Underground utilities – existing and proposed. • Top and toe of creek bank, and 100-year flood elevation
<p>17. Title 24 and Green Building</p> <ul style="list-style-type: none"> • Provide the CF-1R compliance forms incorporated into the plans and as an attachment. • QII information to be incorporated into Title 24 documents. • All submittal packages MUST include a complete CalGreen checklist incorporated into the plan set and a copy submitted as an attachment to the submittal. The Signature Declaration page MUST be completed by all parties. This form is available at www.losaltosca.gov.
<p>18. Blueprint for a Clean Bay Guideline</p> <ul style="list-style-type: none"> • This sheet shall be incorporated into the plan set. Sheets can be downloaded from the website at www.losaltosca.gov
<p>19. Structural Calculations</p> <ul style="list-style-type: none"> • Los Altos is located within seismic design category D and 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 2022 California Residential Code.
<p>20. Special Inspections</p> <ul style="list-style-type: none"> • 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.
<p>21. C.3. Data Form</p> <p>a. Completed C.3. data form for large single-family home projects that create and/or replace 10,000 sq. ft. or more of impervious surface on the project site. This form is available at www.losaltosca.gov.</p>
<p>22. Geotechnical Report</p> <p>a. Geotechnical reports are required for new construction.</p>