

**Sub-trade Commercial Express
Plan Check Requirements
(Plumbing, Mechanical, and Electrical)**

**Handout No. 2-6
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Express plan check is an expedited review process for less complicated Plumbing, Mechanical and Electrical plan checks.

Sub-Trade Commercial Express Plan Check Criteria

Certain projects may qualify for *Sub-trade Commercial Express Plan Check* if they comply with the following:

- Tenant improvement floor area is less than 10,000 square feet.
- Tenant improvements involving restaurant use where the total dining area is less than 750 square feet and the work proposed is limited to the customer service area only. Projects where work is proposed in the kitchen, food preparation, and/or food storage areas do **NOT** qualify for express, but may qualify for Intermediate review.
- Express plan review is done by appointment only. An appointment can be obtained by phoning (408) 535-3555 during business hours, Monday through Friday. If work is associated with an active building permit or building review, please provide the permit number or plan check number when you make the appointment.

The following must be completed prior to your appointment:

- Building Permit form completed
- The applicable minimum document submittal checklist must be completed.

Other Approvals and Clearances

Prior to submitting for *Express Plan Check*, approvals and/or clearances from other public agencies or City Departments may be required. Clearances may be required as follows:

- A Public Works clearance is often required. Public Works can be reached at (408) 535-3555.
- Changes to the building exterior require review and approval by the Planning Division. The Planning Division is located at City Hall. They can be reached at (408) 535-3555.
- Projects containing fire sprinkler or alarm alterations will require review and approval from the Fire Department. They can be reached at (408) 535-3555.
- Some projects, such as public swimming pools require approval from the county Health Department. For Health Department requirements, call (408) 918-3400.
- Some projects may require approval from the Water Pollution Control District. They can be reached at (408) 945-3000.
- A Demolition Diversion deposit is required for projects with a valuation of \$5,000 or greater. ESD can be contacted at (408) 277-5700.

Documentation of required approvals and clearances is required prior to permit issuance.

Tenant improvement plan submittal requirements should include the following:**Two sets of plans must be submitted for sub-trade plan check review.**

It is recommended you use a minimum of 18" x 24" and maximum of 24" x 36" and weighing no more than 25 pounds. Plans must be drawn to scale (1/4" per foot is the minimum scale). Plans requiring an engineer's or architect's stamp shall be wet stamped and wet signed by the licensed design professional.

Two sets of energy calculations are required when alterations are made to:

- The HVAC system (except for equipment replacement) or
- For Lighting changes (except for replacement of fixtures) or
- For Building envelope changes

The submittal set should contain a scope of work declaration; a site map that includes parking; plans showing the alteration location; existing and proposed floor plans; an analysis of occupancy groups; type of construction; an exiting analysis and disabled access details. Submittals should also include roof plan, sections, elevations, accessibility features and other applicable details.

If the project meets the criteria outlined, the Building Division staff will perform the plan check while the applicant waits. The Express Plan Check process will result in issuance of a permit or a list of required plan revisions.

If **minor changes** are needed, they can be revised at the time of express plan check. The registered engineer, architect, or a representative who is authorized to make red-marks and changes to the plans must be present during the Express Plan Check to expedite approval of plans with minor revisions.

If **major changes** are needed to the plans, the plans will have to be re-drawn. In some instances, due to special circumstances and/or complexity of a project, it may be necessary to take the plans in for a regular plan check.

Examples of projects that **do not qualify** for *Express Plan Check* without prior approval by Building Division plan check supervisor are:

- New buildings or additions
- Alterations to occupancy group E (educational), F-2 (factories and manufacturing plants), I (institutional), L (laboratories), R-1 and R-2 (apartments, condominiums, hotels and motels), S-1 (repair garages), or S-2 (cold storage)
- Alterations to Assembly (A2 & A3) occupancies, such as a church or restaurant with an occupant load greater than 50
- High rise buildings (over 75 feet in height)
- OSHPD 3 licensed clinics
- Listed spray booths without prior approval from Fire Department
- Alternative energy installations (e.g. photovoltaic, fuel cell, etc...)
- Buildings damaged by fire, wind, earthquake or vehicle collision
- Work in basements and mezzanines
- Re-roofing or any roof/mansard work
- Retaining wall or sound wall more than 9' high
- Roof equipment units more than 1200 lbs.
- Change of occupancy/character to a higher hazard category
- Where hazardous materials are part of the project submittal
- Cell site where the battery electrolyte quantity is over 50 gallons, inside a building, or includes any other hazardous materials (i.e. diesel fuel for a generator)

Examples of projects that **do not qualify** for *Express Plan Check* –continued:

- Buildings with change of use from an R-3 occupancy to a B occupancy
- Buildings with atriums
- Tenant improvements on buildings qualified as Historical buildings or structures under National, State or Local Historical registers
- Projects with Alternate Materials and Methods of Construction
- Food service projects that include work in the kitchen, food preparation, and/or food storage areas

Additional information can be obtained by visiting our website at www.sanjoseca.gov/building/, or by calling our Information Inspector's voice mail at (408) 535-3555 and leaving a detailed message. In addition you may visit the Building Division in City Hall at 200 East Santa Clara St., San Jose CA 95113-1905.



CITY OF SAN JOSÉ, CALIFORNIA

Building Division Submittal Form

Date: _____ Date: _____
 Intake Int: _____ Plan Check Int: _____

Minimum Document Submittal Checklist - Plumbing

Project Name: _____ PC# _____

Project Address: _____

Permit Center Staff will review this checklist as a reference guide prior to plan submittal for completeness check.

Residential: New Alteration Com/Ind: New TI

Documents	Documents Submitted Applicant	Documents Required	
		Intake	PC
Submittal Form or Building Permit Form Completed		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Fee Estimate Worksheet completed		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Site plan		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Scope of Work on Cover Sheet		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Plumbing Fixture Schedule		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Material list for waste, vent, water, gas and condensate piping		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Square footage of the project		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Floor layout with dimensions		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Legend for symbols		<input type="checkbox"/> Yes <input type="checkbox"/> No	
One line plumbing plans and isometric drawing of waste and vent		<input type="checkbox"/> Yes <input type="checkbox"/> No	
One line plumbing plans and isometric drawing of water piping		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Calculation for pipe sizing		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Low and high static water pressure		<input type="checkbox"/> Yes <input type="checkbox"/> No	
One line plumbing plans and isometric drawing of gas piping		<input type="checkbox"/> Yes <input type="checkbox"/> No	
List of all gas appliances and associated Btu		<input type="checkbox"/> Yes <input type="checkbox"/> No	
One line plumbing plans of condensate piping system		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Food and Drinking Establishments</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
County Health Department and San Jose Water Pollution Control Plans		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Approved Spray Booth</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Water supply and backflow protection for any water wash down filter system		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Method of disposal of the waste water		<input type="checkbox"/> Yes <input type="checkbox"/> No	

To be filled out by Applicant

I understand that an incomplete plan check submittal may result in delays in plan check.

 Applicant Name Signature Date



CITY OF SAN JOSÉ, CALIFORNIA

Building Division Submittal Form

Date: _____ Date: _____
 Intake Int: _____ Plan Check Int: _____

Minimum Document Submittal Checklist - Mechanical

Project Name: _____ PC# _____

Project Address: _____

Permit Center Staff will review this checklist as a reference guide prior to plan submittal for completeness check.

Residential: New Alteration Com/Ind: New TI

Documents	Documents Submitted	Documents Required	
	Applicant	Intake	PC
Submittal Form or Building Permit Form Completed		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Fee Estimate Worksheet completed		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Site Plan		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Scope of Work on Cover Sheet		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Title 24 Energy		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Mechanical Equipment Schedule Rated in BTU's/hrs		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Square footage of the project		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Floor layout with dimensions		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Legend for symbols		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Locations, sizes and materials of all equipment		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Locations of all air dampers, fire dampers, smoke-fire dampers, and combustion-products-type smoke detectors		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Fire-resistive separations detailed		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Corridor construction details with openings and penetrations detailed		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Food & Drinking Establishments</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
County Health Department and San Jose Water Pollution Control approved plans for review		<input type="checkbox"/> Yes <input type="checkbox"/> No	
HVAC plans showing all units, size of ducts, roof plan showing locations of roof equipment, distances from exhaust or make-up air to building openings and from property lines		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Cut sheets on all hoods, exhaust fans, make-up air units and equipment under hoods		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Calculations for all hoods		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Spray Booth</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Copy of approved spray booth listing		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Btu of heating units listed		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Roof plan showing locations of exhaust outlet and make-up air per 1997 UMC Section 505.9		<input type="checkbox"/> Yes <input type="checkbox"/> No	

To be filled out by Applicant

I understand that an incomplete plan check submittal may result in delays in plan check.

Applicant Name _____ Signature _____ Date _____



CITY OF SAN JOSÉ, CALIFORNIA

Building Division Submittal Form

Date: _____
Intake Int: _____

Date: _____
Plan Check Int: _____

Minimum Document Submittal Checklist – Electrical Express (8/20/10)

Project Name: _____

PC# _____

Project Address: _____

Permit Center Staff may review this checklist as a reference guide prior to plan submittal for completeness check.

Residential: New Alteration

Com/Ind: New TI

Documents	Documents Submitted Applicant	Documents Required (2 sets minimum)	
		Intake	PC
Submittal Form or Building Permit Form Completed		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Site plan		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Clear and well defined Scope of Work on cover sheet		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Single line diagram including Main Switch Board		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Electrical load calculations including Main Switch Board		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Electrical Panel Schedules		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Square footage of the project		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Floor plan showing power circuitry and panel locations		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Reflected ceiling plan showing circuitry and Title 24 switching		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Roof plan showing roof mounted equipment and service receptacles		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Electrical room floor plan with dimensions in 1/4" scale minimum		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Title 24 Energy Lighting Documentation		<input type="checkbox"/> Yes <input type="checkbox"/> No	
AIC rating on new electrical service		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Letter from PG&E for available fault current at Main Service		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Cell Site Battery Electrolyte Quantity Identified		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Cell Site Signage Requirement per NEC 702.8		<input type="checkbox"/> Yes <input type="checkbox"/> No	

To be filled out by Applicant

I understand that an incomplete plan check submittal may result in delays in plan check.

Applicant Name _____ Signature _____ Date _____
Date