



**Plan Check Submittal Requirements –  
One and Two Family Dwellings**

**Handout No. 2-17**  
**Revised 5/22/09**

**Residential Plan Check Submittal Criteria**

- 2 sets of plans must be prepared to a professional quality acceptable to the City.
- Plans must be on appropriate size paper, we suggest 18" X 24" and drawn to scale.
- Plans must be prepared according to published minimum submittal requirements. Refer to appropriate suggested document submittal list.
- All plan review submittals are over the counter between the hours of 9-11am and 1-3pm, M-F.

**The following must be completed prior to your appointment:**

- Plan check submittal form completed
- The Single Family House Permit Processing Form must be completed and approved by Permit Center counter staff prior to plan review.

**Other Approvals and Clearances**

During your initial appointment, a SITUS review will be completed to determine if other Division or Departmental clearances are required. A preliminary zoning review will be done at this time to ensure there are no major zoning issues.

- Some Public Works reviews are required prior to completion of plan review (flood zone review and geological hazard review), other clearances (Public Works development clearance and grading permits) are required prior to issuance of a permit. Public Works can be reached at (408) 535-3555.
- Projects that have fire sprinklers will require review and approval from the Fire Department. They can be reached at (408) 535-3555

Plan submittals must clearly indicate the nature and scope of work. A typical plan submittal may include a site plan (plot plan), foundation plan, the existing floor plan, proposed floor plan, roof plan, sections, framing details, exterior elevations and supporting energy, soils reports and structural calculations. For complete plan submittal requirements obtain a copy of the Building Division's appropriate document submittal list, Handout No. [2-7 Suggested Document Submittal List for Additions and Alterations](#) and Handout No. [2-8 Suggested Document Submittal List for Single Family Residences](#).

Anyone can prepare plans, however, plans must be drawn to scale and clearly show the scope of work being proposed. If any portion of a structure deviates from conventional framing, the building official may require the preparation of plans, drawings, specifications or calculations for that portion by or under the direct supervision of a registered engineer or architect. The documents for that portion shall bear the stamp and signature of the licensee who is responsible for their preparation.



**Building Division Submittal Form**

**Single Family House Permit Processing Form**

**Project Address:** \_\_\_\_\_

**Projects Plan Title:** \_\_\_\_\_ **revised** \_\_\_\_\_

A. Lot size \_\_\_\_\_ sq. ft.

B. Gross house size (Excludes Garages, basements and accessory structures) \_\_\_\_\_ sq. ft.

C. Calculate Floor Area Ratio (divide B by A) \_\_\_\_\_ F.A.R.

**Single Family House Permit Determination Checklist**

	<b>YES</b>	<b>NO</b>
1. Is the new house or addition greater than 30 feet in height?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the new house or addition greater than 2 stories?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the floor area ratio of your house greater than .45?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the house or site a designated City Landmark?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the house or site identified on the City Historic Resources Inventory?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the house or site located in a Historic District or Conservation Area?	<input type="checkbox"/>	<input type="checkbox"/>

**If yes, to any of the above questions you need a Single Family House Permit.**

I certify that the foregoing statements are true and correct to the best of my knowledge. I understand that a misrepresentation of any submitted data may invalidate an approval by the City of San Jose Building Division. I understand that any change to the proposed structure during the Plan Check process may change the determination that a Single Family House Permit is or is not required, or the type approval required for a Single Family House Permit.

Based on the information provided above, a Single-Family House Permit  **is**  **is not** required for this proposed house. If a Single-Family House Permit is not required, then a Building Permit may be obtained without further approval by the Planning Division. Any change to the proposed structure during the Plan Check process may change the determination that a Single Family House Permit is or is not required, or the type approval required for a Single Family House Permit.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Planning Division Staff Signature

\_\_\_\_\_  
Date

Revised July 2000



**Building Division Submittal Form**

**Project Worksheet for One & Two Family Dwellings**

**Office Use Only**

Submittal Date: \_\_\_\_\_ Received By: \_\_\_\_\_ Plan Check No. \_\_\_\_\_

Project Address: \_\_\_\_\_

Tract No. \_\_\_\_\_ Lot No. \_\_\_\_\_ APN No. \_\_\_\_\_

Project Name: \_\_\_\_\_

Use:  Single-Family  Duplex  Residential Care  Other \_\_\_\_\_

Applicant : \_\_\_\_\_ Firm: \_\_\_\_\_ Phone: \_\_\_\_\_

**Plan Review Contact:** \_\_\_\_\_ **Firm:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail** \_\_\_\_\_

Contact: (Circle Applicable) Owner Permit Service Designer Architect Engineer Contractor Other

Property Owner: \_\_\_\_\_

Service Requested:

Submittal for:  Permit Application & Plan Review  Zoning Review  
 Counter Service:  Prelim Zoning Review  Prelim Code Review

Permit Type (circle all applicable):

addition/alteration - accessory structure - subtrade only - new custom home - demolition - fire damage - house move

Permits Requested:  Building  Electrical  Plumbing  Mechanical

Previous Permits obtained for this project: Yes / No Permit no(s). \_\_\_\_\_

No. of Stories: \_\_\_\_\_ Lot Size: \_\_\_\_\_ sq ft Building height: \_\_\_\_\_

Planning Permit No. (if applicable): \_\_\_\_\_

Number of Plans Submitted:	Plans _____	Struct Calcs _____	Title 24 Docs _____
	Soils Report _____	Other _____	

Describe Proposed Work: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**MANDATORY:** Complete opposite side of this page to indicate scope of work proposed.

**THIS FORM MUST BE COMPLETED PRIOR TO COUNTER SERVICE.** Incomplete forms may result in the applicant returning to the waiting area to complete this form, and issuance of a new counter service ticket number behind other customers



**CITY OF SAN JOSÉ, CALIFORNIA**

**Building Division Submittal Form**

**Single Family Remodel Scope of Work**

Indicate the area (square feet) of work proposed, below:

		Addition to Existing	Alteration of Existing	New Home	
Heated Living	Total Living Area <sup>1</sup>	sf	sf	sf	
	Kitchen <sup>2</sup>	sf	sf		
	Bath #1 <sup>2</sup>	sf	sf		no. fixtures being installed _____
	Bath #2 <sup>2</sup>	sf	sf		no. fixtures being installed _____

		Addition to Existing	Alteration of Existing	New Structure
Unheated Rooms	Garage - detached			
	Garage - attached			
	Screen Room			
	Basement			
	Other:			

		New Area	
Other Structures	Patio Cover		
	Swimming Pool		
	Deck		
	Retaining Wall	_____ ft height x _____ ft length	
	Fence	_____ ft height x _____ ft length	

	Description	Area	Quantity
Other Construction			

		Quantity
Other Alteration Items	Windows / Exterior Door	
	Bay Windows	
	Skylights (framing modified)	
	Skylights (w/o framing modification)	

Notes:

<sup>1</sup> Includes floor area of kitchen, bathrooms and heated basements.

<sup>2</sup> List kitchen and bath square feet separately.

**Suggested Document Submittal List  
for Single Family Additions/Alterations (SFD-A)**

**Handout No. 2-7  
Published 8/21/00  
Page 1 of 2**

**I. Document Submittal List**

- A. Drawings 18" X 24" Suggested Minimum Blueprints Size  
(3)\* sets of:
1. General Information
  2. Plot Plan
  3. Architectural Plans - Floor Plan
    - Roof Plan
    - Exterior Elevations
  - Structural -
    - Foundation Plan
    - Floor Framing Plan
    - Roof Framing Plan
    - Truss Information
    - Cross Section
    - Structural Framing Details
- Relevant Information on New Plumbing, Mechanical and Electrical Components
- B. Calculations 1. Structural Calculations (For Vertical and Lateral Loads)  
(2) sets of: 2. Energy Calculations and Forms for New Elements (Title 24)

\* Some jurisdictions may require additional sets of plans in order to expedite the review and approval process

**II. Expanded Information on Above Documents**

- A-1. Information
1. Sign & Stamp on All Documents by Preparer, Architect or Engineer (Cover Sheet of Each Document to be Wet Signed)
  2. Name, Title, Registration (If Applicable), Address and Phone Number of Preparer
  3. Project Name and Address, as well as Project Owner's Name, Address, Phone No.
  4. Cover Sheet Information
    - a. Applicable Codes and Editions (UBC, UMC, UPC, NEC, UCBC & Energy)
    - b. Description of Scope of All Work
    - c. Occupancy Group(s) and Type of Construction
    - d. Gross Area per Floor and Building Height
    - e. Index of Drawing Information
  5. Scale for All Drawings and Details
- A-2. Plot Plan
1. Lot Dimensions, showing Whole Parcel, Property Lines and Street Location(s)
  2. Building Footprint with all Projections and Dimensions to Property Lines
  3. Vicinity Map and North Arrow
  4. Easement and Visible Utilities on Site
  5. Existing and Proposed Grading Plan, Topographic Plan drawn to 1'-0" Contours
  6. Location of Existing and Proposed Retaining Walls

A-3.	Architectural and Structural Plans	<ol style="list-style-type: none"> <li>1. Foundation and Structural Floor Framing Plans</li> <li>2. Architectural Floor Plans (Existing &amp; New) including Adjoining Rooms</li> <li>3. Demolition Plan listing Quantities of Friable Asbestos to be Removed</li> <li>4. Exterior Elevations</li> <li>5. Structural Material Specifications</li> <li>6. Structural and Architectural Details</li> <li>7. Typical Cross Sections in Each Direction</li> <li>8. Shear Wall and Holdown Plan (Including Complete Table) (Wall type, nailing, anchor bolts, sill nailing, transfer connections, holdowns &amp; bolts)</li> </ol>
	Details (As Applicable)	<ol style="list-style-type: none"> <li>1. Window &amp; Door Schedule (Detail Egress, Safety Glazing &amp; Skylight ICBO No.)</li> <li>2. Flashing: Vertical &amp; Vertical to Horizontal Junctures of Materials</li> <li>3. Fireplace - Masonry or Prefabricated Fireplace listing ICBO No.</li> <li>4. Footing, Piers and Grade Beams</li> <li>5. Post and Girder Connections</li> <li>6. Roof: Eaves, Overhangs, Rakes and Gables</li> <li>7. Floor Changes (i.e., Wood to Concrete Flashing Detailed)</li> <li>8. Handrails, Guardrails and Support Details</li> <li>9. Structural Wall Sections with Details at Foundation, Floor and Roof Levels</li> <li>10. Stairway Rise and Run, Framing, Attachment and Dimensions of Members</li> <li>11. Shear Transfer Details and Holdown Bolt Details</li> </ol>
	Prefab. Trusses	<ol style="list-style-type: none"> <li>1. Roof Framing Plan with Truss I.D. No. and Manufacturer's Name</li> <li>2. Detail of all Truss Splices, Connections, Plate Sizes and Hangers</li> <li>3. Show all Trusses including Gable Bracing and Bridging</li> <li>4. Truss Plans Reviewed and Stamped Approved by Responsible Design Professional</li> </ol>
	Relevant Information on New Mechanical, Plumbing and Electrical Components	<ol style="list-style-type: none"> <li>1. Location of HVAC Equipment and size (BTU/HR Output)</li> <li>2. Locations of new plumbing fixtures with all required dimensions listed</li> <li>3. Locations of outlets, fixtures, switches, smoke detectors, Subpanels and Main Panels with Size and Location</li> </ol>
B-2.	Energy Requirements	<ol style="list-style-type: none"> <li>1. CF-1R and MF-1R forms completed, signed and printed on plans</li> <li>2. CF-GR and Insulation Certificate attached to plans</li> <li>3. Performance Analysis and Back-up forms included</li> </ol>
<b>III.</b>	<b>Separate Plans &amp; Permits</b>	<ol style="list-style-type: none"> <li>1. Accessory Structures Proposed on the Plot Plan</li> <li>2. Pools and Spas</li> <li>3. Demolition of Structures</li> </ol>

Notes:

- (1) Plans can be combined for simple buildings, if clarity is maintained.
- (2) This is not a complete list of all required submittals, and additional information may be required after plan review.
- (3) Other departments and agencies review and approvals may be required.

**Suggested Document Submittal List  
For New Single Family Dwellings ( SFD)**

**I. Document Submittal List**

- A. Drawings 18" X 24" Suggested Minimum Size  
(3)\* sets of:
1. General Information
  2. Plot Plan
  3. Grading Plan
  4. Architectural Plans - Floor Plan
    - Roof Plan
    - Exterior Elevations
  - Structural -
    - Foundation Plan
    - Floor Framing Plan
    - Roof Framing Plan
    - Truss Information
    - Cross Section
    - Structural Framing Details
  - Relevant Information on Plumbing, Mechanical and Electrical Components
- B. Calculations 1. Structural Calculations (For Vertical and Lateral Load)  
(2) sets of: 2. Energy Calculations and Forms (Title 24)
- C. Other Documents 1. Soils Report & Geologic Hazard Study if in Geologic Hazard Zone

\* Some jurisdictions may require additional sets of plans in order to expedite the review and approval process

**II. Expanded Information on Above Documents**

- A-1. Information
1. Sign & Stamp on All Documents by Preparer, Architect or Engineer (Cover Sheet of each Document to be Wet Signed)
  2. Name, Title, Registration (If Applicable), Address and Phone Number of Preparer
  3. Project Name and Address, as well as Project Owner's Name, Address, Phone No.
  4. Cover Sheet Information
    - a. Applicable Codes and Editions (UBC, UMC, UPC, NEC, UCBC & Energy)
    - b. Description of Scope of All Work
    - c. Occupancy Group(s) and Type of Construction
    - d. Gross Area per Floor and Building Height
    - e. Index of Drawing Information
  5. Scale for All Drawings and Details
- A-2. Plot Plan
1. Lot Dimensions, showing Whole Parcel, Property Lines and Street Location(s)
  2. Building Footprint with all Projections and Dimensions to Property Lines
  3. Vicinity Map and North Arrow
  4. Easements and Visible Utilities on Site
  5. Locate Existing Fire Hydrant within 500 feet of the Project

- A-3. Grading Plan
  - 1. Existing and Proposed Grading Plans
  - 2. Pad Elevations & Ground Slope Drainage Scheme and Topographic Drawn to 1'-0 Contours
  - 3. Retaining Walls and Drainage Systems
  
- A-4. Architectural and Structural Plans
  - 1. Foundation and Structural Floor Framing Plans
  - 2. Architectural Floor Plans
  - 3. Exterior Elevations
  - 4. Structural Material Specifications
  - 5. Structural and Architectural Details
  - 6. Typical Cross Sections in Each Direction
  - 7. Shear Wall and Holdown Plan (Including Complete Table)  
(Wall type, nailing, anchor bolts, sill nailing, transfer connections, holdowns & bolts)
  
- Details  
(As Applicable)
  - 1. Window Schedule: (Detail egress, Safety Glazing & Skylight ICBO Numbers)
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  - 3. Flashing: Vertical & Vertical to Horizontal Junctures of Materials
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  - 6. Post and Girder Connections
  - 7. Roof: Eaves, Overhangs, Rakes and Gables
  - 8. Floor Changes (i.e., Wood to Concrete Flashing Detailed)
  - 9. Handrails, Guardrails and Support Details
  - 10. Structural Wall Sections with Details at Foundation, Floor and Roof Levels
  - 11. Stairway Rise and Run, Framing, Attachment and Dimensions of Members
  - 12. Shear Transfer Details and Holdown Bolt Details
  
- Prefab. Trusses
  - 1. Roof Framing Plan with Truss I.D. No. and Manufacturer's Name
  - 2. Detail of all Truss Splices, Connections, Plate Sizes and Hangers
  - 3. Show all Trusses including Gable Bracing and Bridging
  - 4. Truss Plans Reviewed and Stamped Approved by Responsible Design Professional
  
- Relevant Information on Mechanical, Plumbing, and Electrical Components
  - 1. Location of HVAC Equipment and size (BTU/HR Output)
  - 2. Locations of plumbing fixtures with all required dimensions listed
  - 3. Locations of outlets, fixtures, switches, smoke detectors, Subpanels and Main Panels with Size and Location
  
- B-2. Energy Requirements
  - 1. CF-1R and MF-1R forms completed, signed and printed on plans
  - 2. CF-GR and Insulation Certificate attached to plans
  - 3. Performance Analysis and Back-up forms included
  - 4. Grading plans and permits may be required
  
- III. Separate Plans & Permits**
  - 1. Accessory Structures Proposed on the Plot Plan
  - 2. Pools and Spas
  - 3. Demolition of Structures on Site
  - 4. Grading plans and permits may be required

- Notes:
- (1) Plans can be combined for simple buildings, if clarity is maintained.
  - (2) This is not a complete list of all required submittals, and additional information may be required after plan review.
  - (3) Other departments and agencies review and approval may be required.