



**Express Plan Check Requirements -
Residential Additions & Alterations**

Express Plan Checks are for projects that can be thoroughly reviewed, approved if possible, and processed in 1-hr or less.

Residential Express Plan Check Criteria

Certain residential remodels and additions may qualify for *Residential Express Plan Check*, if the project meets all the following criteria:

- The property must be a one or two-family dwelling.
- The project must be a single story addition and or alteration no greater than 500 square feet.
- Two separate types of appointments are available:
 - (i)The design must meet all provisions of conventional light frame construction, or
 - (ii)Projects with minor structural calculations
- 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. See Building Division Handout 2-7.
- A representative who is authorized to make red-mark changes to the plan must be present.
- Deferred submittal reviews will be done by appointment only.
- Plans must show compliance with the State of California Energy Efficiency Standards (Title 24). Forms CF-1R and MF-1R to be on sheets the same size as the plans regardless of whether any area is added or not.
- Express plan review and subsequent resubmittals are done by appointment only. An appointment can be obtained by calling (408) 535-3555 during business hours, Monday through Friday. A non-refundable plan review fee will be assessed at the time of appointment request, which will be charged to your credit card. If you cancel your appointment by 10:00 AM the day prior to your appointed time no fee will be assessed.

The following must be completed prior to your appointment:

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

Other Approvals and Clearances

After you have made an appointment, a SITUS review will be completed to determine if other Division or Departmental clearances are required. You will be notified by phone to obtain any required clearances.

- Planning approval is required prior to plan review. They can be reached at (408) 535-3555
- A Public Works clearance is required prior to issuance of a permit. They can be reached at (408) 535-3555.
- A Demolition Diversion Deposit is required for projects with a valuation of \$2,000 or greater. They can be reached at (408) 535-8566.

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 and exterior elevations. For complete plan submittal requirements obtain a copy of the Building Division's Suggested Document Submittal List for Single Family Additions/Alterations, Handout No. 2-7 .

Anyone can prepare plans, however, plans must be drawn to scale and clearly show the scope of work being proposed.

In order to facilitate recycling of plans please have plans prepared as recyclable black line prints.

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

If minor revisions are needed, the plans should be changed at the time of express plan check. A representative who is authorized to make changes to the plans should be present during the *Express Plan Check*. If plans are prepared by a registered engineer, architect or designer an authorized representative of the design professional must be present. **If major changes are required**, the plans will need to be revised.

Even if the project meets all of the above guidelines, it may not qualify for *Express Plan Check* due to design complexity or other disqualifying conditions. You will be directed to submit the plans for a regular plan check. Depending on staff availability, other options such as an intermediate plan check may be available to expedite the project.

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) 535-7601 and leaving a detailed message. In addition you may visit the Building Division in City Hall at 200 East Santa Clara Street..

