



Planning, Building and  
Code Enforcement

# BEST PREPARED DESIGNER PROGRAM COMMERCIAL PROJECT INTAKE CHECKLIST

## INSTRUCTIONS

- You must include this form in the submittal package for a project to be permitted under the Best Prepared Designer program.
- This is a computer-fillable PDF form. View instructions at [Digital Forms and Signatures](#).
- Enter all information relevant to the project. If an item is not applicable, enter N/A.

## 1. PROPERTY INFORMATION

PROJECT ADDRESS:

IS THE PROPERTY ...

1.a. Located in a flood zone?  Yes  No

1.b. Located in a geohazard zone?  Yes  No

1.c. In a wildland-urban interface zone?  Yes  No

1.d. Listed on the City of San José [Historic Resource Inventory](#)?  Yes  No

## 2. PROJECT DESCRIPTION

2.a. TYPE OF PROJECT **CHECK ALL THAT APPLY**

Cell Site

- Cell site: Add new cabinet at grade
- Cell site: Add new equipment to an existing cabinet or rack
- Cell site: Remove/replace (like for like) equipment on the tower

On-site battery capacity:

Will electrical loads be added to the existing electrical distribution system?  Yes  No

Barrier removal/ADA upgrade with CASp review letter

Commercial tenant improvement with CASp review letter

EV charging station installation with CASp review letter  
If checked, does the installation exceed 80% of the panel capacity?  Yes  No

Gas station pump swap

Wall-mounted sign

2.b. SCOPE OF WORK **BRIEFLY DESCRIBE:**

2.c. Does the project affect the storage or use of hazardous materials on this site?  Yes  No

2.d. Disabled Access Provisions **CHECK ONE**  Full Compliance  Equivalent Facilitation  Unreasonable Hardship  N/A

*continued >*

**3. CONTACT INFORMATION**

DESIGN PROFESSIONAL:	Name:	Best Prepared Designer ID #:
	Firm Name (if any):	
	Phone:	Email:
PROPERTY OWNER:	Name:	
	Phone:	Email:
CONTRACTOR:	Name:	City Business License #:
	Phone:	Email:
DESIGNATED PROJECT CONTACT:	Name:	
	Phone:	Email:

**4. SUBMITTAL DOCUMENT CHECKLIST**

Indicate the items included in your submittal package, below. For any items that do not apply to your project, mark N/A.  
 \* Items marked with an asterisk are required.

<b>FORMS</b>		
*BPD Commercial Project Intake Checklist (this document)		<input type="checkbox"/> Yes
* <a href="#">Building Permit Application</a>		<input type="checkbox"/> Yes
* <a href="#">Construction Valuation Form</a>		<input type="checkbox"/> Yes
* <a href="#">Industrial Use Designation Form</a>		<input type="checkbox"/> Yes
* <a href="#">Design Professional Certification Statement</a>		<input type="checkbox"/> Yes
* <a href="#">Building Occupancy Classification Inventory Form</a>		<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<b>PLANS</b>		
*Cover Sheet with project description		<input type="checkbox"/> Yes
*Architectural Plan (including Site Plan, Elevations, Floor Plans, etc.)		<input type="checkbox"/> Yes
*Structural Plan, Details		<input type="checkbox"/> Yes
Electrical Plan		<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Mechanical Plan		<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Plumbing Plan		<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Title 24 Energy Documents		<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Other, as applicable (please list):		
<b>SUPPORT DOCUMENTS</b>		
Structural Calculations		<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Soil Report		<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Energy Calculations		<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Accessibility Review signed by a Certified Access Specialist (CASp)		<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Other, as applicable (please list):		

**5. SIGNATURE**

**BEST PREPARED DESIGNER SIGNATURE** **PRINT NAME** **DATE [MM/DD/YYYY]**  
**OR DESIGNATED PROJECT CONTACT SIGNATURE**

For digital signature instructions, see [Digital Forms and Signatures](#).