

# BEST PREPARED DESIGNER PROGRAM RESIDENTIAL 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. See the 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 MUST BE A SINGLE-FAMILY PROPERTY FOR THIS PROGRAM

2.a. TYPE OF PROJECT CHECK ALL THAT APPLY

Addition. Existing floor area: \_\_\_\_\_ Proposed new floor area: \_\_\_\_\_

Attached patio cover

Detached accessory building. Proposed area of building: \_\_\_\_\_

Interior remodel. Will the exterior be changed?  Yes  No

New skylights

Voluntary foundation repair

Does the project involve structural changes or use an engineered design?  Yes  No  N/A

2.b. SCOPE OF WORK BRIEFLY DESCRIBE:

*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**

Please indicate the items you are including in your submittal package by checking "Yes." Note that items marked with an asterisk are required. For items that do not apply to your project, check N/A.

**FORMS**

* <a href="#">Building Permit Application</a>	<input type="checkbox"/> Yes
<a href="#">Owner-Builder Acknowledgement and Verification of information</a>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
* <a href="#">Design Professional Certification Statement</a>	<input type="checkbox"/> Yes
*BPD Residential Project Intake Checklist (this document)	<input type="checkbox"/> Yes

**PLANS**

*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 (please list):	

**SUPPORT DOCUMENTS**

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
Other (please list):	

**5. SIGNATURE**

BEST PREPARED DESIGNER SIGNATURE  
OR DESIGNATED PROJECT CONTACT SIGNATURE

PRINT NAME

DATE [MM/DD/YYYY]

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