



Planning, Building and Code Enforcement

SINGLE-FAMILY & DUPLEX PROJECTS SUBMITTAL CHECKLIST

This form must be completed and submitted with a building permit application for a project that requires plan review on a single-family or duplex property.

For an ADU, do not use this form; instead follow instructions for the ADU Service at www.sanjoseca.gov/BuildingPermitServices.

INSTRUCTIONS

- Download and save this computer-fillable PDF form. For help, please see [Digital Forms and Signatures](#).
- Enter all information relevant to the project. If an item is not applicable, enter N/A. If an item is applicable to your project and you do not yet have the information, do NOT submit your building permit application. Staff will not review your project submittal until all required information on this form is included.

1. PROPERTY INFORMATION

PROJECT ADDRESS: _____ TRACT #: _____

APN # IF MULTIPLE, SEPARATE WITH A COMMA: _____

2. CONTACT INFORMATION

APPLICANT TYPE CHECK ONE:	<input type="checkbox"/> Developer <input type="checkbox"/> Owner <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Contractor <input type="checkbox"/> Agent		
APPLICANT: <i>The applicant is the single contact who will upload project plans to SJePlans and respond to all comments.</i>	NAME: _____		
	ADDRESS: _____		
	PHONE: _____	EMAIL: _____	
DESIGN FIRM IF DIFFERENT FROM APPLICANT	NAME: _____		EMAIL: _____
	NAME: _____		
PROPERTY OWNER:	PHONE: _____		EMAIL: _____

3. PROJECT DESCRIPTION

3.a. PROJECT TYPE
CHECK ONE:

Single-Family House

SB9 Duplex (learn more at [SB9 projects](#))

Non-SB9 Duplex; please enter the property's existing Planning Permit #:

3.b. PROJECT SCOPE
CHECK ONE:

New Construction Alteration, No Structural Changes Alteration, Structural Changes

Addition Demolition Fire Damage Other:

continued >

3.C. SCOPE OF WORK BRIEFLY DESCRIBE:

EXISTING FLOOR AREA (sq. ft.):		AREA OF WORK (sq. ft.):	
PROPOSED FLOOR AREA (sq. ft.):		NO. OF STORIES:	
NEW TOTAL FLOOR AREA (sq. ft.):		TYPE OF CONSTRUCTION:	
GARAGE (sq. ft.):			

4. SUBMITTAL PLANS & DOCUMENTS CHECK ITEMS BEING SUBMITTED AS APPLICABLE TO YOUR PROJECT

PLANS	FORMS
<input type="checkbox"/> Building Plans (Site Plan, Floor Plan, Structural Plan, Elevations, etc.) <input type="checkbox"/> Truss Plans <hr/> <p style="text-align: center;">CALCULATIONS & DESIGN DOCUMENTS</p> <input type="checkbox"/> Structural Calculations, Details <input type="checkbox"/> T-24 Energy Documents, Calculations (required for Additions) <input type="checkbox"/> Soil Report <input type="checkbox"/> Title Deed <input type="checkbox"/> Other (describe): <input type="checkbox"/> Other (describe):	<input type="checkbox"/> #310 - Building Permit Application <input type="checkbox"/> #311 - Owner-Builder Acknowledgement & Verification of Information <input type="checkbox"/> #317 - Damage Survey Request <input type="checkbox"/> #330 - Reroof Requirements & Project Worksheet <input type="checkbox"/> #344 - Special Inspection Existing Building Form <input type="checkbox"/> #345 - Special Inspection New Building Form <input type="checkbox"/> Other (describe): <input type="checkbox"/> Other (describe):

5. DETERMINATION OF A SINGLE-FAMILY HOUSE PERMIT SINGLE-FAMILY HOME PROJECTS ONLY

If "yes" to any of the questions in Part 2, you must obtain a Single-Family House Permit (see linked webpage on how to secure this permit).	PART 1 - FLOOR AREA RATIO (F.A.R.) CALCULATION	
	A. ENTER GROSS SIZE OF HOUSE (exclude garage, basement, accessory structures, and covered areas that are less than 50% enclosed):	sq ft
	B. ENTER LOT SIZE:	sq ft
	C. DIVIDE LINE A by LINE B and enter the decimal number (e.g., .45):	<div style="border: 2px solid gray; width: 100px; height: 20px; display: inline-block;"></div> F.A.R.
PART 2 - PERMIT DETERMINATION QUESTIONS		
1. Is the new house or house-with-addition greater than 30 feet in height?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
2. Is the new house or house-with-addition greater than 2 stories?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
3. Is the floor area ratio (F.A.R.) of your house greater than .45?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
4. Is the house or site identified on the City Historic Resources Inventory?	<input type="checkbox"/> YES <input type="checkbox"/> NO	

6. APPROVALS AND CLEARANCES CHECK THE ITEMS THAT ARE APPLICABLE TO YOUR PROJECT

CONDITION OR FEATURE OF PROPOSED PROJECT	TO BE REVIEWED OR CLEARED BY
<input type="checkbox"/> My project involves removal of an ordinance-size tree on private property (measuring 38 inches or more in circumference at 4 ½ feet above ground). <input type="checkbox"/> My project is in a Flood Zone, has geologic hazards, entails grading or changes to driveway/sidewalks, or other issue requiring a Public Works clearance.	File a Tree Removal Permit application to the Planning Division 408-535-3555 ZoningQuestions@sanjoseca.gov Public Works Department/Development Services 408-535-7802 PWGeneralInfo@sanjoseca.gov
<input type="checkbox"/> My project affects or includes fire sprinklers, fire alarms, or hazardous storage.	Fire Department/Fire Prevention Bureau 408-535-7750

7. SIGNATURE

A digital ID signature by the Applicant is required on this checklist. For help, see [Digital Forms and Signatures](#).

• **APPLICANT SIGNATURE** PRINT NAME DATE [DD/MM/YEAR]