

# Foundation-Only Permit Application

**INSTRUCTIONS.** Use this form to apply for a foundation-only permit. You will need to submit:

- This form with Section C completed and signed, along with:
- Complete, accurate plans as outlined in Section A.
- Any needed clearances or permits as outlined in Section B.
- Fee payment.

**QUESTIONS.** For questions, you can call or visit the Permit Center. Visit [www.sanjoseca.gov/permitcenter](http://www.sanjoseca.gov/permitcenter) for hours and call 408-535-3555.

**FEES.** This application requires a fee payment; see the Building Fee Schedule at [www.sanjoseca.gov/BuildingFees](http://www.sanjoseca.gov/BuildingFees). The fee covers Building Division review of the application and plans. If staff determine that review by other divisions is necessary, additional referral fees will apply as outlined in the Building Fee Schedule.

**NO APPOINTMENT REQUIRED.** Submit the application package in person at the Development Services Permit Center, 1st floor, City Hall.

## SECTION A. PLAN SUBMITTAL AND REVIEW

Complete and accurate sets of plans and calculations for the entire building must be submitted for review before a Foundation-Only Permit can be considered; the foundation and superstructure are considered as a single project review. The City plan reviewer may request corrections to the plans, for foundation and building alike, as well as determine the need for clearances or other permits before the Foundation-Only Permit will be considered and approved. The following items must be included in the project plans:

1. Cover Sheet - Describe and specify all aspects of the foundation-only construction in a Scope of Work statement. Include any work for a garage, any subterranean structural slabs or walls, etc.
2. Site Plan and Floor Plans
  - Include all property lines and any recorded easements on the Site Plan.
  - Provide complete floor plans for all levels above the foundation; identify these floor plans as "For Reference Only."
  - Other detailed drawing sheets may be labelled "For Reference Only" or denoted as "Omitted."
3. Foundation Drawings & Calculations
  - Include all electrical, plumbing, and other trade work associated with the foundation.
  - Provide relevant details reflecting the descriptions in the Scope of Work.
  - Provide all applicable loads for each element of the foundation, including vertical, lateral, and overturning. This includes at each spread footing, wall, holdown anchor, etc.
  - Provide calculations for the design of each element of the foundation.

## SECTION B. REQUIRED CLEARANCES AND OTHER PERMITS

Based upon review of your plans, the City plan reviewer will determine what clearances or other permits are required prior to issuance of a Foundation-Only Permit.

*Plans examiner will mark the boxes that are applicable to your project:*

- Planning Division clearance.
- Public Works Department grading and development clearance, or an acknowledgement/memo indicating approval.
- Site and underground utilities (plumbing and/or electrical) permit.
- Special Inspection Form, completed. Find the form at [www.sanjoseca.gov/buildingforms](http://www.sanjoseca.gov/buildingforms).
- Fire Department acknowledgement/memo to release the foundation-only permit.
- Letter from the Soils Engineer indicating his review and approval of the foundation design.

*continued*

**SECTION C. FOUNDATION-ONLY PERMIT REQUEST**

It is requested that a building permit be issued at this time, authorizing construction of foundations for the proposed building to be located at:

ADDRESS:

Plans for this building are on file in the Building Division under plan check No: \_\_\_\_\_

If the requested building permit is issued, it is understood and acknowledged that:

1. The plans for the **entire** building have not, at this time, been approved for compliance with applicable State and City of San José laws. Plan review is still underway for the balance of the project. No work will be performed under this permit other than described in the scope of work statement on the cover sheet of the "Foundation Only" drawings.
2. If, as a result of the plan check for the remainder of the building, it is subsequently determined that the foundation elements permitted are not adequate for resisting the actual applied loads, I/we shall assume full responsibility and all risk of loss which may result due to any required changes. I/we agree that the building shall conform to the approved final plans as amended, without regard to the stage of construction.
3. I am proceeding at my own risk without assurance by the City that a permit for the entire building will be granted.

<b>OWNER NAME:</b>	
NAME OF FIRM IF APPLICABLE:	
MAILING ADDRESS:	
PHONE:	EMAIL:
<hr/> • SIGNATURE of Property Owner <span style="float: right;">DATE: [MM/DD/YYYY]</span>	

We, the responsible architect/engineer and contractor, are aware of the construction proceeding under the conditions above.

<b>ARCHITECT/ENGINEER NAME:</b>	
NAME OF FIRM IF APPLICABLE:	
MAILING ADDRESS:	
PHONE:	EMAIL:
<hr/> • SIGNATURE of Architect/Engineer <span style="float: right;">DATE: [MM/DD/YYYY]</span>	

<b>CONTRACTOR NAME:</b>	
NAME OF FIRM IF APPLICABLE:	
MAILING ADDRESS:	
PHONE:	EMAIL:
<hr/> • SIGNATURE of Contractor <span style="float: right;">DATE: [MM/DD/YYYY]</span>	