

BUILDING DIVISION

From: Building Plan Check

PLAN CHECK NOTE

PCN #1

Previous Version: 7-1-2011

Revised: 1-1-2014

Subject: Information required on the drawings

Required information:

All the relevant information such as (but not limited to) the ones listed below shall be provided on the drawings submitted to the City of San Jose for plan review (as applicable):

- A statement of scope of work on the cover sheet, clearly identifying all the items to be reviewed as a part of this permit.
- Project Data such as the type of construction, occupancy, square footage, etc.
- Site Plan showing the location of the building and the relative property lines to the building.
- A complete index of drawings and a table of contents, on the cover sheets of plans and structural calculations respectively (all calculation pages shall be numbered)
- An architectural and structural grid system
- All fire rated elements (i.e. corridors, hallways, enclosures, shafts, passageways, etc.) with the proper rating called out, or referred to in a legend. Also, complete details of construction for all fire rated assemblies.
- Exit analysis showing the necessary elements of means of egress such as “the exit access”, the “exit” and the “discharge” and the relevant occupant loads.
- Details for protection of penetrations and openings in rated assemblies.
- Door and window schedules.
- A clearly defined lateral force resisting system including the applicable load path details.
- All the relevant lateral design factors: For seismic as per CBC 2013, section 1603.1.5; For wind as per CBC 2013, section 1603.1.4.
- The minimum length of all shear walls and location of holdowns on structural drawings.
- Special Inspection Items.
- Structural Observation Schedule.
- Approved applications for all [Alternate Material and Methods of construction](#).
- For all existing buildings, include the [Accessibility compliance form](#) and [Unreasonable Hardship](#) Request (if applicable)
- A complete list of deferred submittals on the cover sheet, with a note indicating that deferral submittal documents shall be submitted to and approved by the design professional of the record before being submitted to the City.
- The Certificate of compliance report and mandatory measures for Title 24 energy requirements.
- CALGreen Mandatory Measures Checklist