



PLAN REVIEW SUBMITTAL CHECKLIST

COMMUNITY DEVELOPMENT DEPARTMENT • BUILDING DIVISION
 ALBERT SALVADOR, P.E., C.B.O., BUILDING OFFICIAL
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*PERMIT TYPE:	FOOD ESTABLISHMENT?	Y	N
*USE:	PUBLIC SWIMMING POOL?	Y	N
*PLAN CHECK TYPE:	HILLSIDE / UNFAV. SOIL?	Y	N
*ROUTING TYPE:	2 ND STORY WINDOW MODIF.?	Y	N
	OWNER / BUILDER?	Y	N
	FENCING PROPOSED?	Y	N

Plans/Documents Required: _____ Sets of Plans
 _____ Sets of Supporting Documents

APPLICATION SUBMITTAL INFORMATION		Required	Provided
COVER SHEET	Scope of Work specified on cover sheet	<input type="checkbox"/>	<input type="checkbox"/>
	Specify the following Governing Codes on cover sheet: <ul style="list-style-type: none"> • 2013 Calif. Building Code (based on 2012 International Building Code) • 2013 Calif. Residential Code (based on 2012 International Resid. Code) • 2013 Calif. Plumbing Code (based on 2012 Uniform Plumbing Code) • 2013 Calif. Mechanical Code (based on 2012 Uniform Mechanical Code) • 2013 Calif. Electrical Code (based on 2011 National Electrical Code) • 2013 Calif. Energy Code • 2013 Calif. Green Building Standards Code • Cupertino Municipal Code 	<input type="checkbox"/>	<input type="checkbox"/>
	Name and Address of property owner	<input type="checkbox"/>	<input type="checkbox"/>
	Provide a Drawing Index that lists all pages part of the official drawing set	<input type="checkbox"/>	<input type="checkbox"/>
	Project Data Form information (including assessor's parcel number, use of building, etc.) (link to Residential Form) (link to Commercial Form)	<input type="checkbox"/>	<input type="checkbox"/>
	Deferred Submittal Items (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	Special Inspection / Structural Observation Items (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	Alternate Materials and Methods granted for project (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
CONSTRUCTION PLANS	Fully dimensioned site plan with a minimum scale of 1/8"=1' or 1:20 to include North arrow, type and dimension of existing overhead utility lines and easements, perimeter outline and dimensions of existing and proposed building and/or structures, property line and setback dimensions, existing tree species & trunk diameter (measured 4' above natural grade).	<input type="checkbox"/>	<input type="checkbox"/>
	Floor Plans (existing and proposed)	<input type="checkbox"/>	<input type="checkbox"/>
	Elevations (North, South, East and West) with Section View referenced	<input type="checkbox"/>	<input type="checkbox"/>
	Section Views (Longitudinal and Transverse)	<input type="checkbox"/>	<input type="checkbox"/>
	Electrical plans stamped and signed by licensed professional	<input type="checkbox"/>	<input type="checkbox"/>
	Plumbing Plans stamped and signed by licensed professional	<input type="checkbox"/>	<input type="checkbox"/>
	Mechanical Plans stamped and signed by licensed professional	<input type="checkbox"/>	<input type="checkbox"/>
	Grading and Drainage Plans	<input type="checkbox"/>	<input type="checkbox"/>
	Excavation and Shoring Plans	<input type="checkbox"/>	<input type="checkbox"/>
	Foundation Plan with cross-referenced structural details	<input type="checkbox"/>	<input type="checkbox"/>
	Floor and Roof Framing Plans with cross-referenced structural details	<input type="checkbox"/>	<input type="checkbox"/>
Gas and Plumbing Isometric Drawings (for one-two family dwellings and accessory buildings)	<input type="checkbox"/>	<input type="checkbox"/>	

OTHER INFORMATION	Window alignment and privacy protection requirements for second stories or new second story windows or letter of waiver .	<input type="checkbox"/>	<input type="checkbox"/>
	One 8 1/2 x 11 copy of the site plan, with privacy protection planting shown (tree location, tree canopy, tree species, dimensioned planting distance) Affidavit from a certified arborist/landscape architect . (Affidavit should have a copy of the privacy planting plan attached).	<input type="checkbox"/>	<input type="checkbox"/>
	Landscape Water-Efficiency Checklist (click for entire landscape ordinance)	<input type="checkbox"/>	<input type="checkbox"/>
	Fence Approval Form (click for entire fence ordinance)	<input type="checkbox"/>	<input type="checkbox"/>
	Incorporate the City of Cupertino Best Management Practices (BMP) sheet into all plan sets.	<input type="checkbox"/>	<input type="checkbox"/>
SUPPORTING DOCUMENTS	Completed and Signed Plan Review Submittal Checklist	<input type="checkbox"/>	<input type="checkbox"/>
	Completed and Signed Construction Permit Application Form	<input type="checkbox"/>	<input type="checkbox"/>
	Structural Calculations stamped and signed by licensed professional	<input type="checkbox"/>	<input type="checkbox"/>
	Geotechnical Soils Investigation report stamped and signed by licensed professional (2 copies)	<input type="checkbox"/>	<input type="checkbox"/>
	Title 24 Energy Certificate of Compliance forms incorporated into all plan sets. Depending on the scope of the project, Installation Certificates may be required prior to final sign-off for project.	<input type="checkbox"/>	<input type="checkbox"/>
	Manufacturer's Specifications	<input type="checkbox"/>	<input type="checkbox"/>
	Owner-Builder Disclosure Form (for property owners applying for their own building permit)	<input type="checkbox"/>	<input type="checkbox"/>
	Hazardous Materials Questionnaire Form	<input type="checkbox"/>	<input type="checkbox"/>
CLEARANCES REQUIRED	Building Department 408-777-3228	<input type="checkbox"/>	<input type="checkbox"/>
	Planning Department 408-777-3308	<input type="checkbox"/>	<input type="checkbox"/>
	Public Works Department – New SFD, addition/remodel with 25% increase in floor area, hillside construction, grading and drainage permits, retaining wall permits, swimming pools (new/demo) 408-777-3354	<input type="checkbox"/>	<input type="checkbox"/>
	Public Works Department, Environmental Programs – Waste Trios, Trash Enclosure w/ roof, Inlet Protection. 408-777-3354	<input type="checkbox"/>	<input type="checkbox"/>
	Santa Clara County Fire Department 408-378-4010	<input type="checkbox"/>	<input type="checkbox"/>
	County Health Department 408-918-3400	<input type="checkbox"/>	<input type="checkbox"/>
	Cupertino Sanitary Sewer District 408-253-7071	<input type="checkbox"/>	<input type="checkbox"/>
	Other:	<input type="checkbox"/>	<input type="checkbox"/>
MISC	If an existing residence is proposed to be demolished as part of the construction of a new residence, a DEMOLITION PERMIT APPLICATION shall be applied for at the same time the construction permit application for the new residence is applied for.	<input type="checkbox"/>	<input type="checkbox"/>

I understand this may not be a complete list of required items due to the variations for each project and additional code related information may be required. I understand that an incomplete plan check submittal may result in delays in the plan review process.

Applicant Name (Print): _____

Applicant Signature: _____

Applicant's Phone: _____

Applicant's Email: _____

Date: _____