In order to expedite your plan review, please check your plan and the supporting documents to insure that the following information has been included. When you have verified each of the items, submit this form, the plan and the supporting documents to the Building Department.

Plans will not be accepted for review until all of the following are complete:

A complete permit application form
Two copies of the soils investigation report
Two copies of the structural calculations
Two copies of the “Statement of Special Inspection” prepared by the design professional
Energy analysis showing compliance with the 2006 International Energy Conservation Code
Two copies of Material Safety Data Sheets (MSDS) for flammable or combustible liquids or other hazardous materials (If requested)
Two copies of the plan
Title or Cover page including the seals and signatures of the design professionals
Site Plan
Setbacks:
  Parking, including accessible stalls, vertical signage, access aisles, accessible routes, curb ramps and landings (The plan should clearly indicate the slopes of these items)
  Permanent exit discharge to the public way
Code Analysis Summary:
  Area of Building
  Height and number of stories
  Type of construction
  Fire sprinkler system (Fire sprinkler and fire alarm plans must be submitted to the Santa Clara City Fire Department for review and approval)
  Occupancy classification
  Occupant load
Floor Plans:
  Drawn to scale (1/8" = 1' or larger)
  Clearly indicate the specific uses of each room, area or space
  Locations of Fire Barriers, Fire Walls, Fire Partitions, and Smoke Barriers
  Locations and types of Fire Stops and/or methods used to protect through and membrane penetrations of fire-resistive assemblies
Elevations for each side of the building
Wall/Building Section Drawings
Detail Drawings
Schedules for doors and windows, etc.
Specifications
Electrical Plan
Plumbing Plan
Mechanical Plan
Note: Additional information may be required and will be identified during the Building Department Plan Review.

When the plan review is complete and the plan has been approved, prior to the issuance of the building permit, copies of the plan and supporting documents (structural calculations, specifications, etc.) must be provided on a CD, in .pdf format.

My signature below indicates that I have carefully reviewed the submitted documents and verified that all of the items above have been included. I understand that failure to provide any required information will delay the processing of my permit application.

_____________________________________  _______________
Applicant’s Signature     Date