



CITY OF LOS ALTOS
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION
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**SUBMITTAL REQUIREMENTS FOR A BUILDING PERMIT
SINGLE FAMILY RESIDENTIAL BUILDINGS, REMODELS AND ADDITIONS
(REVISED JAN. 1, 2011)**

PLAN SUBMITTAL HOURS: 8:00 A.M. – 11:30 A.M. AND 1 P.M. – 4:30 P.M.
CLOSED FOR STAFF MEETINGS: 8:00 A.M. – 9:00 A.M. – TUESDAY

THIS IS A LIST OF MINIMUM REQUIREMENTS FOR SINGLE-FAMILY RESIDENTIAL PROJECTS. IN UNIQUE SITUATIONS ADDITIONAL MATERIALS MAY BE NECESSARY.

PLEASE NOTE: THE PLANNING DIVISION MUST APPROVE THE CONSTRUCTION PLANS PRIOR TO SUBMITTING TO THE BUILDING DIVISION FOR A BUILDING PERMIT. THE PLANNING DIVISION REVIEWS THE PLANS TO VERIFY THAT ALL CONDITIONS OF THE DESIGN APPROVAL HAVE BEEN SATISFIED.

THE 2010 CALIFORNIA CODE OF REGULATIONS, TITLE 24, INCLUDING BUT NOT LIMITED TO, BUILDING, RESIDENTIAL, ENERGY, ELECTRICAL, MECHANICAL AND PLUMBING CODES, WERE ADOPTED JANUARY 1, 2011. ALL RESIDENTIAL DETACHED ONE- AND TWO-FAMILY DWELLING, TOWNHOUSE NOT MORE THAN THREE STORIES ABOVE GRADE PLANE HEIGHT WITH A SEPARATE MEANS OF EGRESS ARE COVERED UNDER THE 2010 CALIFORNIA RESIDENTIAL CODE.

EXCEPTION: STRUCTURAL ENGINEERED DESIGN IS ALLOWED UNDER THE 2010 CALIFORNIA BUILDING CODE.

EACH SUBMITTAL SHALL INCLUDE FOUR (4) COPIES OF THE FOLLOWING DOCUMENTS:

1. GENERAL INFORMATION
2. TITLE PAGE
3. PLOT PLAN
4. FLOOR PLAN
5. EXTERIOR ELEVATIONS
6. CROSS SECTION DRAWINGS
7. FOUNDATION PLAN/GEOTECHNICAL INVESTIGATIONS
8. ROOF PLAN
9. ELECTRICAL PLAN
10. PLUMBING PLAN
11. MECHANICAL PLAN
12. TITLE 24 ENERGY DOCUMENTS
13. STRUCTURAL CALCULATIONS
14. BLUEPRINT FOR A CLEAN BAY GUIDELINE
15. GRADING AND DRAINAGE PLAN
16. GREEN BUILDING
17. FIRE SPRINKLER REQUIREMENTS
18. UTILITIES
19. SEWER CONNECTION PERMIT
20. DEMOLITION PERMIT

****DEFERRED SUBMITTALS ARE NOT ALLOWED****

(DEFERRED SUBMITTALS ARE ONLY ALLOWED UNDER SPECIAL CIRCUMSTANCE AS APPROVED BY THE BUILDING OFFICIAL. TRUSS CALCULATIONS ARE NOT CONSIDERED SPECIAL CIRCUMSTANCE AND ARE REQUIRED IN ORDER TO PERFORM THE STRUCTURAL REVIEW)

1. GENERAL INFORMATION

- AN APPLICATION FOR A PERMIT FOR ANY PROPOSED WORK SHALL BE DEEMED TO HAVE BEEN ABANDONED 180 DAYS AFTER THE DATE OF FILING, UNLESS SUCH APPLICATION HAS BEEN PURSUED IN GOOD FAITH OR A PERMIT HAS BEEN ISSUED.
- ANY PHASED CONSTRUCTION WORK SHALL BE APPROVED BY THE BUILDING OFFICIAL PRIOR TO SUBMITTAL. SEPARATE PLANS, PERMITS AND FEES SHALL BE COLLECTED AT THE TIME OF APPLICATION.
- **SEPARATE STRUCTURES (I.E. DETACHED GARAGE, CABANA, POOL HOUSE, SWIMMING POOLS AND PHOTOVOLTAIC) REQUIRE SEPARATE PERMITS.**
- FOR THE PURPOSE OF THESE SUBMITTAL REQUIREMENTS “**ALTERATION**” SHALL BE DEFINED AS: TO REPLACE, REMOVE OR TO FRAME ABOVE ANY OF THE EXISTING ROOF FRAMING MEMBERS, SUCH AS BUT NOT LIMITED TO ROOF RAFTERS, BEAMS, OR OTHER STRUCTURAL ROOF FRAMING MEMBERS. EXCEPTION: NEW ROOF FRAMING THAT TIES-IN ADDITIONS OVER EXISTING ROOFED AREAS NEED NOT BE INCLUDED.
- LOS ALTOS IS LOCATED WITHIN SEISMIC DESIGN CATEGORY E, BASIC WIND SPEED OF 85 MPH; EXPOSURE B TERRAIN; CALIFORNIA ENERGY COMMISSION CLIMATE ZONE 4.
- ALL SHEETS OF PLANS AND DOCUMENTS SHALL INCLUDE THE PROJECT ADDRESS, THE NAME AND ADDRESS OF THE OWNER, AND THE NAME AND ADDRESS OF THE ARCHITECT OR DESIGNER.
- ALL COPIES OF PLANS AND DOCUMENTS SHALL BE “**WET SIGNED**” BY THE APPROPRIATE ARCHITECT, DESIGNER, AND/OR ENGINEER (I.E. ORIGINAL SIGNATURE AND STAMP IS REQUIRED ON EACH COPIED SHEET).
- NEW TWO-STORY RESIDENCES AND SECOND STORY ADDITIONS REQUIRE LICENSED ARCHITECT AND/OR LICENSED ENGINEER TO APPROVE AND SIGN STRUCTURAL SHEETS AND CALCULATIONS.
- SHOW SCALE FOR ALL DRAWINGS AND DETAILS. MINIMUM ACCEPTABLE SCALE IS 1/4”= 1’. EXCEPTION: SITE PLANS ARE ACCEPTABLE AT 1/8” SCALE.
- NOTE ANY SPECIAL INSPECTION REQUIREMENT ON PLANS WITH AN INDICATION OF THE FIRM WHICH WILL BE PERFORMING IT. NO SPECIAL INSPECTION PROGRAM FORM IS REQUIRED FOR RESIDENTIAL. FOR MOST SPECIAL INSPECTIONS, CIVIL OR STRUCTURAL ENGINEER OF RECORD MAY PERFORM. *NOTE: FOR COMPLEX RESIDENTIAL PROJECTS WHICH INCLUDE ITEMS SUCH AS SHOTCRETE BASEMENTS, STEEL MOMENT RESISTING FRAMES, AND SIMILAR, A COMPLETED CITY OF LOS ALTOS STATEMENT OF SPECIAL INSPECTIONS FORM IS REQUIRED.
- **LIST OF SUBCONTRACTORS MUST BE PROVIDED PRIOR TO SHEET ROCK NAIL INSPECTION. ALL SUBCONTRACTORS ARE REQUIRED TO OBTAIN A CITY OF LOS ALTOS BUSINESS LICENSE.**

2. TITLE PAGE

- SHEET INDEX SCHEDULE.
- ALL APPLICABLE CONDITIONS OF APPROVAL SHALL BE INCORPORATED AND PRINTED ON THE TITLE PAGE.
- LIST APPLICABLE CURRENT BUILDING CODES (2010 CALIFORNIA CODES).
- SCOPE OF WORK.
- OCCUPANCY GROUP(S).
- TYPE OF CONSTRUCTION.
- ALLOWABLE BUILDING AND FLOOR AREA CALCULATIONS.

3. PLOT PLAN

- INCLUDE PLANS FOR ALL EXISTING AND PROPOSED STRUCTURES. CLEARLY DISTINGUISH BETWEEN EXISTING AND PROPOSED.
- SHOW LOCATION OF UTILITY LINES AND SERVICE METERS (GAS & ELECTRICAL METERS). SEE UTILITIES ITEM NO.8.
- THE MINIMUM ACCEPTABLE SCALE IS 1/8" = 1'.
- SHOW APPROXIMATE LOCATION OF SEWER RUN AND **REQUIRED ATMOSPHERIC AND BACK FLOW WATER VALVE** LOCATION (SEE PLUMBING ITEM #).
- SHOW A NORTH ARROW.
- SHOW THE PROPERTY LINES AND LOT DIMENSIONS.
- SHOW ALL EXISTING AND PROPOSED STRUCTURES AND THE DISTANCES BETWEEN EACH (INCLUDING ACCESSORY BUILDINGS, DECKS, POOLS, SPAS AND SHEDS). CLEARLY DISTINGUISH BETWEEN WHAT IS EXISTING AND WILL REMAIN, WHAT IS EXISTING AND WILL BE REMOVED, AND WHAT IS PROPOSED AS NEW.
- SHOW TOTAL LOT AREA, ALLOWED LOT COVERAGE, PROPOSED LOT COVERAGE, ALLOWED FLOOR AREA RATIO.
- SHOW EXISTING AND PROPOSED FRONT, SIDE AND REAR SETBACKS.
- SHOW ALL EASEMENTS INCLUDING THOSE FOR PUBLIC UTILITIES, STORM DRAINS, AND THE SANTA CLARA VALLEY WATER DISTRICT.
- SHOW DRIVEWAYS AND ADJACENT STREETS.
- SHOW THE TYPE AND LOCATION OF ALL MAJOR LANDSCAPING (TREES, SCREENING, AND SHRUBS) TO BE RETAINED OR REMOVED AND ALL PROPOSED LANDSCAPING REQUIRED AS A CONDITION OF DESIGN REVIEW.
- SHOW BUILDING PAD ELEVATIONS AND FINISHED FLOOR ELEVATIONS (EXCEPT WHEN NO CHANGES ARE PROPOSED TO EXISTING ELEVATIONS).

4. FLOOR PLAN

- SHOW DIMENSIONS FOR ALL EXISTING AND PROPOSED ROOMS AND INDICATE USE.
- SHOW DIMENSIONS FOR ALL DOORS, WINDOWS AND CABINETS.
- LOCATE ALL ELECTRICAL FEATURES. INCLUDE LOCATION OF NEW AND/OR EXISTING MAIN SERVICE PANEL AND ALL SUB-PANELS.
- SHOW SKYLIGHTS AND THEIR LISTED EVALUATION SERVICE REPORT
- PROVIDE WINDOW AND DOOR SCHEDULE.
- BASEMENT THEATERS/MEDIA ROOMS IN LIEU OF NATURAL LIGHT REQUIREMENTS SHALL HAVE EITHER A DIRECT EMERGENCY EGRESS DOOR OR WINDOW TO OUTSIDE OR A INTERCONNECTED SMOKE DETECTION AND VISUAL STROBE INSTALLED WHEN THE ENTIRE BUILDING IS PROVIDED WITH A NFPA 13D SPRINKLER SYSTEM. SUCH ROOMS SHALL INCLUDE ADEQUATE VENTILATION FROM EITHER:
 - A. INSIDE THE BUILDING PER 2010 CBC SECTION 1203.4.1.1 WITH THE DOOR TO THE THEATER CLOSED OR
 - B. OUTSIDE THE BUILDING PER 2010 CBC SECTION 1203.4.1..
- ONLY DECORATIVE GAS APPLIANCES, PELLET-FUELED WOOD HEATERS OR EPA CERTIFIED WOOD-BURNING APPLIANCES MAY BE INSTALLED AS PERMITTED PER CHAPTER 12.64 OF THE MUNICIPAL CODE (SOLID FUEL BURNING FIREPLACES SHALL BE EPA CERTIFIED).

5. EXTERIOR ELEVATION DRAWINGS

- SHOW THE APPEARANCE OF ALL EXTERIOR WALLS, ROOFS, DOORS, AND WINDOWS, AND INDICATE THE MATERIALS TO BE USED.
- CLEARLY DISTINGUISH BETWEEN EXISTING AND PROPOSED CONSTRUCTION.
- SHOW THE DAYLIGHT PLANE DRAWN AND DIMENSIONED FROM THE PROPERTY LINES
- SHOW HEIGHTS TO EAVES AND OVERALL HEIGHTS.
- INDICATE ROOF PITCH.

6. CROSS SECTION DRAWINGS

- SHOW THE FOUNDATION SYSTEM, THE WALL SYSTEM AND THE ROOF SYSTEM.
- SHOW THE CONSTRUCTION OF STRUCTURAL MEMBERS AND THEIR CONNECTIONS.
- SHOW A MINIMUM OF AT LEAST TWO COMPLETE LONGITUDINAL AND TRANSVERSE CROSS-SECTIONS OF NEW CONSTRUCTION.

7. FOUNDATION PLAN/GEOTECHNICAL INVESTIGATIONS

- BASEMENT/BELOW GRADE STRUCTURES TO SHOW REQUIRED EXCAVATION WITH CUTS THAT WOULD BE LESS THAN OR EQUAL TO 2:1 HORIZONTAL TO VERTICAL RATIO. A CROSS SECTION OF CUTS THROUGH THE SITE BEGINNING AT THE PROPERTY LINES TO **DETERMINE IF A SHORING PLAN IS REQUIRED PER CHAPTER 33.**
- THE MINIMUM ACCEPTABLE SCALE IS $\frac{1}{4}'' = 1'$.
- SHOW THE UNDER FLOOR AREA TO BE EXCAVATED.
- SHOW THE FOUNDATION LAYOUT (FOUNDATION LOCATION, PIERS, GRADE BEAMS, ETC.).
- SHOW THE FLOOR CONSTRUCTION INCLUDING FLOOR FRAMING SIZE, SPACING, REINFORCING STEEL, AND FLOOR COVERING.
- INCLUDE CALCULATIONS FOR ANY MANUFACTURED FLOOR TRUSS SYSTEM.
- SHOW SEPARATE FLOOR FRAMING PLANS FOR ALL STORIES.
- ALL NEW BUILDINGS AND STRUCTURES LOCATED IN SEISMIC DESIGN CATEGORY C, D, E OR F REQUIRE A FOUNDATION AND SOILS INVESTIGATION REPORT PER SECTIONS 1803.5.11 AND 1803.5.12 OF THE 2010 CALIFORNIA BUILDING CODE (CBC). THE FOUNDATION AND SOILS INVESTIGATIONS REPORT SHALL BE PREPARED, STAMPED, AND SIGNED BY A LICENSED SOILS OR GEOTECHNICAL ENGINEER.

FOUNDATION AND SOILS INVESTIGATIONS **MAY NOT BE REQUIRED** FOR ITEMS I, II, III, & IV, BELOW; IF THE FOLLOWING MINIMUM DESIGN REQUIREMENTS ARE INCORPORATED INTO THE DRAWINGS

- i) ONE STORY ADDITION TO AN EXISTING SINGLE FAMILY DWELLING.
- ii) ACCESSORY STRUCTURES TO AN EXISTING SINGLE FAMILY DWELLING SUCH AS ATTACHED OR DETACHED GARAGES, PATIO COVERS, CARPORTS, AND SIMILAR STRUCTURES.
- iii) NON-RESIDENTIAL MISCELLANEOUS STRUCTURES NOT EXCEEDING 15 FEET IN HEIGHT.
- iv) LIGHT STANDARDS NOT EXCEEDING 30 FEET IN HEIGHT.

MINIMUM DESIGN REQUIREMENTS:

- A) ALLOWABLE FOUNDATION PRESSURE NOT TO EXCEED 1500 PSF.
- B) FOOTING TO HAVE MINIMUM REINFORCEMENT OF : 2-#4 AT TOP AND 2-#4 AT BOTTOM.
- C) THE MINIMUM DEPTH OF FOOTINGS BELOW UNDISTURBED GROUND SURFACE TO BE 12 INCHES.
- D) TABLE 1808.8.1 CBC 2010 MINIMUM SPECIFIED COMPRESSIVE STRENGTH 2,500PSI. PRESCRIPTIVE WIDTH AND THICKNESS OF FOOTINGS SHALL COMPLY WITH TABLE 1809.7 OF 2010 CBC.

8. ROOF PLAN

- THE MINIMUM ACCEPTABLE SCALE IS $\frac{1}{4}'' = 1'$.
- SHOW RIDGES, HIPS, VALLEYS, SKYLIGHTS, AND THE SIZE AND SPACING OF STRUCTURAL MEMBERS.
- SHOW LOCATION AND FRAMING DETAILS FOR ANY PROPOSED SKYLIGHTS.
- SHOW THE ROOF PITCH.
- INCLUDE WET SIGNED CALCULATIONS FOR ANY MANUFACTURED TRUSS SYSTEM WITH SUBMITTAL APPLICATION. IN ADDITION TO TRUSS ENGINEER, THE ENGINEER OF RECORD SHALL ALSO REVIEW AND STAMP A LETTER OF CONFIRMATION FOR THE APPROVAL OF APPLICABLE TRUSS CALCULATIONS.
- **A STATEMENT ON THE CONSTRUCTION PLANS SHALL NOTE THAT FINISHED ROOFING MATERIAL SHALL BE INSTALLED AND COMPLETED PRIOR TO FRAME INSPECTION.**

9. ELECTRICAL PLAN

- PROVIDE SIZE AND LOCATION OF ALL ELECTRICAL PANEL INSTALLATIONS. ALL NEW, RELOCATED, **ADDITIONS OR ALTERATIONS OVER 50% OF EXISTING BUILDING SQUARE FOOTAGE, EXCLUDING BASEMENTS, SHALL HAVE ALL UTILITIES INSTALLED SERVICE LATERAL. (UNDERGROUND)**
- PROVIDE ELECTRICAL LOAD CALCULATIONS TO JUSTIFY SIZE OF ELECTRICAL SERVICE DISCONNECT.(200 AMP. SERVICE OK FOR 3000 SQ. FT OR LESS.)
- SHOW LOCATION, TYPE OF FIXTURES AND SWITCHING TO COMPLY WITH REQUIRED BUILDING ENERGY EFFICIENCY STANDARDS, TITLE 24, PART 6.
- PROVIDE ARC-FAULT, GROUND-FAULT, DEDICATED CIRCUITS, SMALL APPLIANCE LOADS, MOTOR LOAD PROTECTION, SMOKE AND CARBON MONOXIDE DETECTORS PER ARTICLES IN THE 2010 CALIFORNIA ELECTRICAL CODE (CEC) PART 3/CALIFORNIA RESIDENTIAL CODE (CRC) TITLE 24, PART 2.5.

10. PLUMBING PLAN

- PROVIDE AN ATMOSPHERIC AND LISTED ACCESSIBLE BACK FLOW WATER VALVE INSTALLED FOR ALL NEW, REPAIRED, REPLACED OR ALTERED BUILDING SEWERS (SEE HANDOUT).
- BUILDING SEWERS SHALL HAVE AN **ATMOSPHERIC RELIEF VALVE INSTALLED UPSTREAM OF THE BACKWATER VALVE AND A CLEANOUT DOWNSTREAM** OF THE BACKWATER VALVE OUTSIDE THE BUILDING IN CLOSE PROXIMITY TO THE FOUNDATION (SEE HANDOUT @BUILDING DIVISION).
- SHOW PLUMBING FIXTURE DRAINAGE, WASTE AND VENT SINGLE LINE SCHEMATIC WITH PIPE SIZE FOR ALL UNDERSLAB PLUMBING (BASEMENTS). ISOMETRIC DIAGRAM MAY BE REQUIRED FOR COMPLEX PLUMBING PLANS.
- SHOW FIXTURE COUNT AND CALCULATION FOR WATER SUPPLY LINE FROM UTILITY WATER METER TO RESIDENCE. CHECK WITH WATER PURVEYOR AND FIRE SPRINKLER CONTRACTOR FOR ADDITIONAL CHECK VALVE AND SIZING REQUIREMENTS.
- PROVIDE ISOMETRIC DIAGRAM FOR ALL GAS PIPING. SHOW DISTANCE AND LOCATION FROM METER TO MOST REMOTE FIXTURE; INCLUDE SIZES OF ALL BRANCH LINES WITH DISTANCES ALONG WITH BTU RATINGS OF ALL GAS APPLIANCES (SEE FIGURE 12-2 AND TABLE 12-8 CALIFORNIA PLUMBING CODE 2010, TITLE 24, PART 5).
- **PROVIDE STATE ARCHITECT CERTIFIED EARTHQUAKE-ACUATED GAS SHUT-OFF VALVES AT ALL NEW, RELOCATED, AND REPLACED GAS UTILITY METERS.**

11. MECHANICAL PLAN

- SHOW LOCATION OF ALL MECHANICAL EQUIPMENT. PROVIDE EVALUATION REPORT NUMBERS FOR ALL MAKES AND MODELS FOR SPECIFIC FIREPLACE MODELS BEING PROPOSED. WOOD BURNING FIREPLACES ARE NOT ALLOWED UNLESS EPA LISTED AND APPROVED.
- SHOW LOCATION OF PROPOSED DUCTING FOR HVAC. UNDERFLOOR DUCTS SHALL HAVE CLEARANCES TO EARTH AND NOT PASS THROUGH MINIMUM REQUIRED CRAWL SPACE ACCESS POINTS.
- SHOW DUCT CHASE LOCATIONS FOR ALL MULTI-STORY BUILDINGS.
- ALL EXTERIOR AIR CONDITIONING COMPRESSORS REQUIRE PRIOR PLANNING DIVISION APPROVAL FOR LOCATIONS AND DECIBEL LEVELS.
- ALL MECHANICAL EQUIPMENT WITHIN VEHICULAR ROUTES SHALL HAVE APPROVED VEHICLE BARRIERS INSTALLED.

12. TITLE 24 ENERGY DOCUMENTS

- PROVIDE (4) WET SIGNED COPIES. INCLUDE ALL CF-6R AND CF-4R INSTALLATION CERTIFICATES; MATCH CF-1R COMPLIANCE FORMS.
- ENERGY DOCUMENTS ARE REQUIRED FOR MOST PROJECTS.

13. STRUCTURAL CALCULATIONS

- PROVIDE (4) WET SIGNED COPIES.
- CALCULATIONS ARE NECESSARY FOR RETAINING WALLS OVER 4' AND ANY NON-STANDARD CONSTRUCTION, IN ADDITION; ALL ONE AND TWO-STORY STRUCTURES UNLESS MEETING SINGLE-STORY FRAMING REQUIREMENTS IN THE 2010 CALIFORNIA RESIDENTIAL CODE.

14. BLUEPRINT FOR A CLEAN BAY GUIDELINE:

- ATTACH 1 COPY TO 2 SETS OF PLANS.
- SHEETS CAN BE PURCHASED THROUGH THE CITY FOR A FEE OF \$10.00 OR DOWNLOADED FROM CITY WEBSITE AT WWW.LOSALTOSCA.GOV.

15. GRADING AND DRAINAGE PLAN:

(FOR NEW HOMES AND SUBSTANTIAL ADDITIONS)

- INDICATE THE GRADE POINT AND BENCHMARK USED TO PREPARE PLAN. INCLUDE ZONING APPROVAL, CIVIL GRADING AND DRAINAGE PLANS.

16. GREEN BUILDING

- **EXISTING BUILDINGS:** ADDITIONS AND/OR ALTERATIONS OF 50% OR GREATER; ATTACH COPIES OF GB-1 PLAN SHEET TO THE FRONT OF ALL SETS OF PLANS (MAINTAIN 11 X 17 SIZE). GB-1 SHEET CAN BE OBTAINED FROM THE PLANNING/BUILDING DIVISION OR DOWNLOADED FROM CITY WEBSITE AT WWW.LOSALTOSCA.GOV.
- PROJECT MUST MEET A MINIMUM OF 50 POINTS AT FINAL.
- **ALL NEW RESIDENTIAL BUILDINGS:** MUST MEET THE 2010 CALIFORNIA GREEN BUILDING STANDARDS CODE REGULATIONS IMPLEMENTED JANUARY 1, 2011.
- ALL SETS OF PLANS SHALL INCLUDE A SEPARATE FULL-SIZED SHEET OF THE CAL GREEN REQUIRED CHECKLIST. THIS IS AVAILABLE AT THE CITY PLANNING DIVISION OR AT LOS ALTOS WEB SITE WWW.LOSALTOSCA.GOV
- A GREEN POINT CHECK LIST MUST BE SIGNED BY A QUALIFIED GREEN POINT PROFESSIONAL/GREEN-POINT RATER.
- RATER'S INFORMATION MUST BE NOTED ON CHECKLIST.

17. FIRE SPRINKLER PLANS

- AN AUTOMATIC SPRINKLER SYSTEM SHALL BE PROVIDED THROUGHOUT ALL NEW BUILDINGS AND THROUGHOUT ALL EXISTING BUILDINGS, WHEN MODIFICATIONS ARE MADE THAT INCLUDE **ALTERATIONS*** AND/OR ADDITIONS OF FIFTY (50) PERCENT OR GREATER TO EXISTING FLOOR AREA, EXCLUDING BASEMENTS.
- BUILDINGS MAY ALSO BE SUBJECT TO FIRE SPRINKLERS DEPENDING ON DISTANCES TO EXISTING HYDRANTS AND THE FIRE FLOW AVAILABILITY AT THE SITE. THIS SHALL BE DETERMINED BY THE SANTA CLARA COUNTY FIRE DEPARTMENT AT DESIGN REVIEW.
- ALL FIRE SPRINKLER PLANS SHALL BE SUBMITTED DIRECTLY BY A LICENSED C-16 FIRE SPRINKLER CONTRACTOR TO THE COUNTY FIRE DEPARTMENT.
- THE CALIFORNIA WATER SERVICE REQUIRES DOUBLE CHECK VALVES INSTALLED ON BUILDINGS EQUIPPED WITH FIRE SPRINKLERS.

*SEE DEFINITION OF "ALTERATION" UNDER GENERAL INFORMATION.

18. UTILITIES

- IT IS THE INTENT OF THE CITY TO ENSURE THAT ALL NEW UTILITY SERVICES AND RELOCATED EXISTING UTILITY SERVICES ARE PLACED UNDERGROUND, INCLUDING ADDITIONS AND/OR **ALTERATIONS*** OF FIFTY (50) PERCENT OR GREATER TO EXISTING BUILDINGS, EXCLUDING BASEMENTS. THEREFORE, THE FOLLOWING SHALL APPLY:
 - IN AREAS SERVED BY EXISTING OVERHEAD FACILITIES, ALL NEW SERVICE DROPS SHALL BE INSTALLED UNDERGROUND FROM THE MOST CONVENIENT EXISTING POLE.
 - RELOCATIONS AND EXTENSIONS OF EXISTING OVERHEAD FACILITIES SHALL BE PROHIBITED; PROVIDED, HOWEVER, RELOCATION OF EXISTING POLES SHALL BE PERMITTED IN SOME INSTANCES PURSUANT TO SECTION 13.20.160 OF THE MUNICIPAL CODE.
 - RESIDENTIAL PROPERTIES THAT ARE SERVED BY UTILITIES LOCATED IN REAR YARDS ON STANDARD LOTS WITH FRONTAGE ON ONLY ONE PUBLIC RIGHT-OF-WAY SHALL NOT BE REQUIRED TO UNDERGROUND EXISTING OVERHEAD SERVICES.
 - THE BUILDING OFFICIAL MAY GRANT EXCEPTIONS TO THESE REQUIREMENTS IN CASES WHERE ACCESS ACROSS ADJACENT PROPERTY IS NECESSARY, BUT IS NOT LEGALLY OR PRACTICALLY AVAILABLE.

*SEE DEFINITION OF "ALTERATION" UNDER GENERAL INFORMATION.

19. SEWER CONNECTION PERMIT (IF REQUIRED)

- ATTACH COPY TO SUBMITTAL APPLICATION.
- COPIES OF CONNECTION PERMITS OBTAINED FROM ENGINEERING DIVISION.

20. DEMOLITION PERMIT (IF REQUIRED)

- A SEPARATE DEMOLITION PERMIT IS REQUIRED FOR THE COMPLETE AND SOMETIMES PARTIAL REMOVAL OF ANY STRUCTURE, AND MUST BE FINALIZED PRIOR TO THE ISSUANCE OF THE BUILDING PERMIT. UTILITY COMPANIES AND OTHER AGENCIES MUST SIGN-OFF ON THE DEMOLITION PERMIT APPLICATION. THEREFORE, IT IS RECOMMENDED THAT YOU BEGIN THE DEMOLITION PERMIT PROCESS AS EARLY AS POSSIBLE.
- THE DEMOLITION PERMIT APPLICATION PACKAGE CAN BE OBTAINED FROM THE BUILDING DIVISION.