



**COMMERCIAL PLAN CHECK APPLICATION**  
(Commercial, Multi-Family, Tenant Improvements, Additions, Alterations)

DATE: \_\_\_\_\_  
(Plan check applications expire 6 months from the above date)

PROJECT NO. \_\_\_\_\_  
**(For City Use Only)**

**PROPERTY ADDRESS:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_ Phone No.: \_\_\_\_\_  
**(Required)**

APPLICANT'S ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_ Phone No.: \_\_\_\_\_  
**(Required)**

ADDRESS: \_\_\_\_\_

OWNER'S EMAIL ADDRESS **(Required)** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_ Phone No.: \_\_\_\_\_  
**(Required)**

CONTRACTOR'S ADDRESS: \_\_\_\_\_

License/Class No.: \_\_\_\_\_ Email Address \_\_\_\_\_  
**(Required)**

**DESCRIPTION OF WORK:** \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_ TYPE OF CONSTRUCTION: \_\_\_\_\_ OCCUPANCY GROUP: \_\_\_\_\_

NO. OF TOILETS \_\_\_\_\_ NO. OF URINALS \_\_\_\_\_ TOTAL STORIES: \_\_\_\_\_ HEIGHT: \_\_\_\_\_

AUTOMATIC FIRE SPRINKLERS: YES \_\_\_ NO \_\_\_

NEW SQ. FT.: \_\_\_\_\_ BSMNT/PARKING SQ. FT.: \_\_\_\_\_ EXISTING SQ. FT.: \_\_\_\_\_ **TOTAL SQ. FT.:** \_\_\_\_\_

<b>AB 3205</b> Non-residential only:	1. Will hazardous materials be on site?	Yes	No
	2. Is this project within 1000 ft. of a school?	Yes	No
	3. Has Air Quality Management been notified?	Yes	No

**VALUATION OF CONSTRUCTION:**

BUILDING	\$	_____
ELECTRICAL	\$	_____
FIRE	\$	_____
MECHANICAL	\$	_____
PLUMBING	\$	_____
<b>TOTAL</b>	\$	_____

Plan Check Fee \$ \_\_\_\_\_ Permit Fee \$ \_\_\_\_\_

I understand the City of Los Altos does not allow phased work and/or partial inspections. \_\_\_\_\_

I have read this application and state that the information given is true and correct. Submittal of plans for plan check shall not be construed as approval to begin construction.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

DATE: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

I am submitting plans prepared according to the ***SUBMITTAL REQUIREMENTS FOR A BUILDING PERMIT – New Commercial, Additions, Alterations, Tenant Improvements and Multi-Family.*** (Handout can be obtained online or from the Building Division). These plans include, but are not limited to:

- \_\_\_\_\_ 1. General Information /Sheet Index
- \_\_\_\_\_ 2. Title Page
- \_\_\_\_\_ 3. Plot Plan
- \_\_\_\_\_ 4. Key Plan: Location within building
- \_\_\_\_\_ 5. Architectural Plans: floor plan, elevations, sections, other details
- \_\_\_\_\_ 6. Structural Plans
- \_\_\_\_\_ 7. Details
- \_\_\_\_\_ 8. Plumbing Plan
- \_\_\_\_\_ 9. Mechanical Plan
- \_\_\_\_\_ 10. Electrical Plan
- \_\_\_\_\_ 11. Title 24 – Energy Documentation (Wet Signed)
- \_\_\_\_\_ 12. Blueprint for a Clean Bay Guideline
- \_\_\_\_\_ 13. Green Point Check List & GB-1 Plan (if applicable)
- \_\_\_\_\_ 14. Separate Plans and Permits (if required)

**I CERTIFY THAT ALL REQUIRED INFORMATION HAS BEEN SUBMITTED FOR PLAN CHECK.**

\_\_\_\_\_  
**Signature**

**\*\*If your project includes complete or partial demolition of an existing commercial building, a demolition permit must be issued and finalized prior to obtaining your building permit. Please contact the Building Division for a demolition package\*\***