

**CITY OF LOS ALTOS**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**BUILDING DIVISION**  
**PHONE NO. (650) 947-2752**  
**WWW.LOSALTOSCA.GOV**



**COMMERCIAL SUBMITTAL REQUIREMENTS**  
**NEW COMMERCIAL BUILDINGS, ADDITIONS, MIXED-USE & MULTI-FAMILY**  
**EFFECTIVE JAN. 26, 2021**

**"New 2021 Electrification Reach Codes are in effect, See Item #12"**

PLAN SUBMITTAL HOURS - 7:30 A.M. – 11:30 A.M. AND 1:00 P.M. – 4:00 P.M. (M-W-TH)  
8:30 A.M. – 11:30 A.M. AND 1:00 P.M. – 4:00 P.M. (TUESDAY)  
7:30 A.M. – 11:30 A.M. AND 1:00 P.M. – 3:00 P.M. (FRIDAY)  
(CLOSED EVERY OTHER FRIDAY)

**PLEASE NOTE:** THE PLANNING DIVISION **MUST** REVIEW AND APPROVE THE CONSTRUCTION DRAWINGS ENSURING ALL CONDITIONS OF THE DESIGN APPROVAL HAVE BEEN MET PRIOR TO SUBMITTING THEM TO THE BUILDING DIVISION.

THE 2019 CALIFORNIA CODE OF REGULATIONS, TITLE 24, INCLUDING BUT NOT LIMITED TO, BUILDING, CALGREEN, ENERGY, ELECTRICAL, MECHANICAL AND PLUMBING CODES, WERE ADOPTED JANUARY 1, 2020.

**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.**

**THE FOLLOWING INFORMATION SHALL BE INTEGRATED INTO FOUR (4) SETS OF PLANS AS APPLICABLE:**

1. GENERAL INFORMATION
2. TITLE PAGE
3. PLOT PLAN
4. KEY PLAN
5. ARCHITECTURAL PLANS (FLOOR PLAN, ELEVATIONS, SECTIONS, OTHER DETAILS) & STRUCTURAL PLANS & CALCULATIONS (STRUCTURAL FRAMING DETAILS, ANCHORAGE AND BRACING OF WALLS AND EQUIPMENT, SUSPENDED CEILING FRAMING, OTHER DETAILS AS APPLICABLE)
6. DETAILS
7. PLUMBING PLAN (INCLUDING RELEVANT INFORMATION FROM ARCHITECTURAL PLAN)
8. MECHANICAL PLAN (INCLUDING RELEVANT INFORMATION FROM ARCHITECTURAL PLAN)
9. ELECTRICAL PLAN (INCLUDING RELEVANT INFORMATION FROM ARCHITECTURAL PLAN)
10. TITLE 24 (ENERGY REQUIREMENTS INCLUDING RELEVANT INFORMATION)
11. STRUCTURAL CALCULATIONS
12. REACH CODE CHECKLIST – **INTEGRATED INTO PLAN SETS**
13. SPECIAL INSPECTION
14. CIVIL DRAWINGS/GRADING AND DRAINAGE PLAN
15. BLUEPRINT FOR A CLEAN BAY GUIDELINE
16. CAL GREEN BUILDING REQUIREMENTS

**\*\*SEPARATE STRUCTURES REQUIRE SEPARATE PERMITS\*\***

## 1. GENERAL INFORMATION

- REQUESTED PHASED CONSTRUCTION WORK SHALL BE APPROVED BY COMMUNITY DEVELOPMENT PRIOR TO SUBMITTING PLANS. SEPARATE PLANS, PERMITS, AND FEES SHALL BE COLLECTED AT THE TIME OF APPLICATION.
- 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.
- THE CITY OF LOS ALTOS IS A COMBINATION JURISDICTION. ALL ROUGH INSPECTIONS (FRAMING/ELECTRICAL/PLUMBING/MECHANICAL) SHALL BE COMPLETED AND READY FOR REQUESTED INSPECTIONS AT THE SAME TIME. NO PARTIAL INSPECTIONS PERFORMED. NO PHASED WORK.
- LOS ALTOS IS LOCATED WITHIN SEISMIC DESIGN CATEGORY D & E.
- BASIC WIND SPEED IS 110 MPH. THIS CAN BE VERIFIED WITH ASCE-10. MOST AREAS OF LOS ALTOS CAN BE CLASSIFIED AS WIND EXPOSURE CATEGORY B. HOWEVER, SOME AREAS MAY MEET THE CRITERIA FOR EXPOSURE C. THE DESIGN PROFESSIONAL IS RESPONSIBLE FOR JUSTIFYING THE EXPOSURE SELECTED FOR THE SPECIFIC AREA OF CONSTRUCTION.
- 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.
- SHOW SCALE FOR ALL DRAWINGS AND DETAILS. MINIMUM ACCEPTABLE SCALE IS  $\frac{1}{4}" = 1'$ .
- A COMPLETED LOS ALTOS STATEMENT OF SPECIAL INSPECTIONS FORM IS REQUIRED FOR COMMERCIAL PROJECTS.

## 2. TITLE PAGE

- INDEX OF DRAWINGS
- ALL APPLICABLE CONDITIONS OF APPROVAL SHALL BE INCORPORATED AND PRINTED ON TITLE PAGE
- LIST APPLICABLE BUILDING CODES (2016 CALIFORNIA CODES)
- SCOPE OF WORK
- OCCUPANCY GROUP(S)
- TYPE OF CONSTRUCTION
- ALLOWABLE BUILDING AND FLOOR AREA CALCULATIONS
- LIST GROSS TENANT AREA PER EACH FLOOR AND EACH TENANT.

## 3. SITE PLAN

- SHOW LOT DIMENSION OF ENTIRE PARCEL, PROPERTY LINES AND STREET AND ALLEY LOCATION(S).
- SHOW APPROXIMATE LOCATION OF SEWER RUN AND REQUIRED BACK FLOW WATER AND RELIEF VALVE LOCATION.
- SHOW BUILDING FOOTPRINT WITH ALL PROJECTIONS AND DIMENSIONS TO PROPERTY LINES.
- SHOW VICINITY LOCATION MAP AND NORTH ARROW.
- SHOW PARKING LAYOUT, DRIVEWAY LOCATIONS AND NEW SIDEWALKS. FULLY DETAIL ALL DISABLED ACCESSIBILITY FEATURES.
- SHOW EXIT DOOR LOCATIONS

## 4. KEY PLAN

- SHOW LOCATION WITHIN BUILDING WHERE WORK IS BEING DONE.
- SHOW PATH OF TRAVEL FROM SPACE TO EXTERIOR EXITS.
- SHOW PATH OF TRAVEL TO MAIN ENTRANCES FOR ACCESSIBILITY PER STATE AND ADA DISABLED ACCESS REGULATIONS.

## 5. ARCHITECTURAL AND STRUCTURAL PLANS

- 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  $1/4" = 1'$ . SITE PLAN MAY BE  $1/8" = 1'$ .
- PROVIDE FLOOR FRAMING PLAN (EXISTING LAYOUT AND PROPOSED IMPROVEMENTS).
- PROVIDE ROOF FRAMING PLAN. INCLUDE WET SIGNED CALCULATIONS FOR ANY MANUFACTURED TRUSS SYSTEMS (IF APPLICABLE). IN ADDITION TO TRUSS ENGINEER, THE ENGINEER OF RECORD SHALL ALSO REVIEW AND STAMP APPLICABLE TRUSS CALCULATIONS.
- PROVIDE ARCHITECTURAL FLOOR PLANS AND SEATING PLAN WITHIN ASSEMBLY USE AREAS.
- PROVIDE EXIT LOCATION(S), PATH(S) AND LIGHTING.
- SHOW EXTERIOR ELEVATIONS WHEN CHANGES TO EXISTING ARE MADE.
- PROVIDE STRUCTURAL MATERIAL SPECIFICATION.
- PROVIDE STRUCTURAL AND ARCHITECTURAL DETAILS. PROVIDE TYPICAL CROSS SECTIONS IN EACH DIRECTION WHERE NECESSARY.
- PROVIDE REFLECTED CEILING PLANS WITH BRACING AND SUPPORT DETAILS.
- PROVIDE DETAILS OF ALL FEATURES AND FIXTURES IN COMPLIANCE WITH ADA AND THE STATE BUILDING CODE DISABLED ACCESSIBILITY STANDARDS (CHAPTER 11A OR 11B)
- PROVIDE ELEVATIONS SHOWING LOCATION OF MECHANICAL EQUIPMENT.
- ONLY GAS FIREPLACES MAY BE INSTALLED IN NEW CONSTRUCTION PER CHAPTER 12.64 OF THE MUNICIPAL CODE.

## 6. DETAILS

- PROVIDE THE WINDOW SCHEDULE, LISTING SIZES AND TYPES. DETAIL SAFETY GLAZING LOCATIONS.
- PROVIDE THE DOOR SCHEDULE, LISTING SIZES AND TYPES. DETAIL FIRE RATINGS, HARDWARE, CLOSERS AND THRESHOLDS.
- PROVIDE FLASHING DETAILS. SHOW VERTICAL AND VERTICAL TO HORIZONTAL JUNCTURES OF MATERIALS.
- DETAIL FOOTINGS, PIERS AND GRADE BEAMS.
- SHOW CHANGES TO FLOOR OR TO FOUNDATION SYSTEM (I.E. SLAB TO WOOD FRAME).
- DETAIL ALL POST AND GIRDER CONNECTIONS.
- DETAIL ALL ROOF FRAMING.
- PROVIDE LATERAL LOADS FOR HANDRAILS, GUARDRAILS AND INCLUDE SUPPORT DETAILS.
- SHOW STRUCTURAL SECTIONS WITH DETAILS AT FOUNDATION, FLOOR AND ROOF LEVELS.
- SHOW DETAIL OF FIRE SEPARATIONS WITH ASSEMBLY NUMBERS AND SECTIONS.
- PROVIDE DETAIL OF ALL FIRE PENETRATIONS AND OPENINGS, INCLUDING ASSEMBLY NUMBERS.
- PROVIDE CROSS SECTION OF FIRE RATED CORRIDOR, SHAFTS, DOOR RATINGS, SMOKE/FIRE DAMPER LOCATIONS.
- PROVIDE FINISH SCHEDULE WITH FLAME SPREAD RATINGS.

## 7. PLUMBING

- PROVIDE A LISTED ACCESSIBLE BACK FLOW WATER AND RELIEF VALVE INSTALLED FOR ALL NEW, REPAIRED, REPLACED OR ALTERED BUILDING SEWERS.
- PROVIDE PLUMBING FIXTURE AND SINGLE LINE SCHEMATICS WITH PIPE SIZE CALCULATIONS. ISOMETRIC DIAGRAM MAY BE REQUIRED FOR COMPLEX PLUMBING PLANS.
- SHOW CHEMICAL WASTE AND PIPING PLAN. WATER POLLUTION CONTROL AND HAZMAT APPROVAL IS REQUIRED.
- PROVIDE ISOMETRIC DIAGRAM FOR ALL GAS PIPING. SHOW DISTANCE AND LOCATION FROM METER TO MOST REMOTE FIXTURE; INCLUDE SIZES OF ALL BRANCH LINES WITH DISTANCE AND BTU RATINGS OF ALL GAS APPLIANCES.
- PROVIDE STATE ARCHITECT CERTIFIED EARTHQUAKE-ACTUATED GAS SHUTOFF VALVES AT ALL NEW, RELOCATED AND REPLACED GAS UTILITY METERS.

## 8. MECHANICAL PLAN

- PROVIDE HVAC PLANS: LOCATION, SIZE, DUCT LAYOUT AND SMOKE/FIRE DAMPERS.
- PROVIDE ROOF/WALL PENETRATION DETAILS AND SPECIFICATIONS.
- PROVIDE ENVIRONMENTAL AND PRODUCT CONVEYING DUCT PLAN.
- SHOW GAS PIPING AND SIZING CALCULATIONS.
- SHOW EXHAUST HOODS, SIZING CALCULATIONS, MAKE UP AIR RETURNS AND EXTINGUISHING SYSTEMS.
- INCLUDE KITCHEN PLAN FOR COMMERCIAL KITCHENS AND SANTA CLARA COUNTY HEALTH DEPARTMENT APPROVAL PRIOR TO BUILDING PERMIT ISSUANCE.

## 9. ELECTRICAL PLAN

- PROVIDE SIZE AND LOCATION OF ALL ELECTRICAL PANEL INSTALLATIONS. ALL NEW, RELOCATED, AND ADDITIONS EXCEEDING 50% OF THE FLOOR AREA AND/OR SEVEN HUNDRED AND FIFTY (750) SQUARE FEET OR MORE, EXCLUDING BASEMENTS SHALL HAVE ALL UTILITIES INSTALLED SERVICE LATERAL (UNDERGROUND).
- SHOW OUTLETS, FIXTURES, SWITCHES, SERVICE PANELS AND SUBPANEL.
- SHOW WIRE AND CONDUIT SIZES ON ELECTRICAL ONE-LINE DRAWINGS.
- SHOW ELECTRICAL CEILING LIGHTING PLANS, INCLUDING EXIT LIGHTING AS APPLICABLE.

## 10. TITLE 24 ENERGY DOCUMENTS – (2) 8-1/2 X 11 COPIES REQUIRED

- INCLUDE FORM ENV-1, MECH-1, LTG-1, ETC. WITH ALL REQUIRED SIGNATURES ON DOCUMENTATION. INCLUDE LIST OF MANDATORY FEATURES.
- SHOW COMPLETE CALCULATIONS BASED ON SCOPE OF WORK.

## 11. STRUCTURAL CALCULATIONS – (2) 8-1/2 X 11 COPIES REQUIRED

- DESIGN FOR SEISMIC ZONE D & E/WIND SPEED 110 MPH/EXPOSURE B
- CALCULATIONS ARE NECESSARY FOR RETAINING WALLS OVER 4', NON-STANDARD CONSTRUCTION AND ALL ONE AND TWO-STORY STRUCTURES UNLESS MEETING SINGLE-STORY FRAMING REQUIREMENTS IN THE 2019 CALIFORNIA RESIDENTIAL CODE. COPIES TO BE WET-SIGNED

## 12. REACH CODES – EFFECTIVE JAN. 26, 2021

### NON-RESIDENTIAL

ORDINANCES No. 2020-470C AND 2020-471

#### NON-RESIDENTIAL BUILDINGS, SCIENTIFIC LABORATORY BUILDINGS, AND PUBLIC BUILDINGS

##### 2. NEWLY CONSTRUCTED BUILDINGS.

A. SECTIONS 110.0 THROUGH 110.12 APPLY TO ALL NEWLY CONSTRUCTED BUILDINGS WITHIN THE SCOPE OF SECTION 100.0(A). IN ADDITION, NEWLY CONSTRUCTED BUILDINGS SHALL MEET THE REQUIREMENTS OF SUBSECTIONS B, C, D OR E, AS APPLICABLE AND SHALL BE AN ALL-ELECTRIC BUILDING AS DEFINED IN SECTION 100.1(B).

**EXCEPTION 1:** RESIDENTIAL SINGLE-FAMILY DWELLINGS, DETACHED ADUs (ACCESSORY DWELLING UNITS), MULTIFAMILY DWELLINGS WITH TWO TO NINE UNITS MAY INSTALL NON-ELECTRIC (NATURAL GAS-FUELED) COOKING AND FIREPLACE APPLIANCES IF THE APPLICANT COMPLIES WITH THE PREWIRING PROVISIONS, SUBSECTION 12.22.020 B.3.

**EXCEPTION 2:** NON-RESIDENTIAL BUILDINGS CONTAINING FOR-PROFIT RESTAURANT OPEN TO THE PUBLIC MAY INSTALL GAS-FUELED COOKING APPLIANCES. THE APPLICANT SHALL COMPLY WITH THE PRE-WIRING PROVISION OF SUBSECTION 12.22.020 B. 3.

**EXCEPTION 3:** NON-RESIDENTIAL BUILDINGS, SCIENTIFIC LABORATORY BUILDINGS AND PUBLIC BUILDINGS MAY APPLY TO THE BUILDING DIVISION OF THE LOS ALTOS COMMUNITY DEVELOPMENT DEPARTMENT FOR AN EXCEPTION TO INSTALL A NON-ELECTRIC FUELED APPLIANCE OR PIECE OF EQUIPMENT. THE BUILDING DIVISION OF THE LOS ALTOS COMMUNITY DEVELOPMENT DEPARTMENT SHALL GRANT AN EXCEPTION IF THEY FIND THE FOLLOWING CONDITIONS ARE MET:

I. THE APPLICANT SHOWS THAT THERE IS A PUBLIC OR BUSINESS-RELATED NEED THAT CANNOT BE REASONABLY MET WITH AN ELECTRIC FUELED APPLIANCE OR PIECE OF EQUIPMENT.

II. THE APPLICANT COMPLIES WITH THE PRE-WIRING PROVISIONS TO THE NON-ELECTRIC APPLIANCE OR PIECE OF EQUIPMENT NOTED AT SUBSECTION 12.22.020 B. 3.

THE DECISION OF THE BUILDING DIVISION OF THE LOS ALTOS COMMUNITY DEVELOPMENT DEPARTMENT SHALL BE FINAL UNLESS THE APPLICANT APPEALS THE DECISION TO THE CITY MANAGER OR HIS OR HER DESIGNEE WITHIN 15 DAYS OF THE DATE OF THE DECISION. THE CITY MANAGER'S OR HIS OR HER DESIGNEE'S DECISION ON THE APPEAL SHALL BE FINAL.

### **5.106.5.3 ELECTRIC VEHICLE (EV) CHARGING.**

[N] NEW CONSTRUCTION SHALL COMPLY WITH SECTION 5.106.5.3.1 OR SECTION 5.106.5.3.2 TO FACILITATE FUTURE INSTALLATION AND USE OF EV.

#### **EXCEPTION:**

1. WHERE THERE IS NO COMMERCIAL POWER SUPPLY.

### **5.106.5.3.1 OFFICE AND INSTITUTIONAL BUILDINGS.**

IN NONRESIDENTIAL NEW CONSTRUCTION BUILDINGS DESIGNATED PRIMARILY FOR OFFICE USE AND INSTITUTIONAL BUILDINGS, WITH PARKING:

1. WHEN 10 OR MORE PARKING SPACES ARE CONSTRUCTED, 50% OF THE AVAILABLE PARKING SPACES ON SITE SHALL BE EQUIPPED WITH LEVEL 2 EVCS;
2. AN ADDITIONAL 20% SHALL BE PROVIDED WITH AT LEAST LEVEL 1 EV READY SPACES; AND
3. AN ADDITIONAL 30% SHALL BE AT LEAST LEVEL 2 EV CAPABLE.

CALCULATIONS FOR THE REQUIRED MINIMUM NUMBER OF SPACES EQUIPPED WITH LEVEL 2 EVCS, LEVEL 1 EV READY SPACES AND EV CAPABLE SPACES SHALL ALL BE ROUNDED UP TO THE NEAREST WHOLE NUMBER.

CONSTRUCTION PLANS AND SPECIFICATIONS SHALL DEMONSTRATE THAT ALL RACEWAYS SHALL BE A MINIMUM OF 1" AND SUFFICIENT FOR INSTALLATION OF EVCS AT ALL REQUIRED LEVEL 1 EV READY AND EV CAPABLE SPACES; ELECTRICAL CALCULATIONS SHALL SUBSTANTIATE THE DESIGN OF THE ELECTRICAL SYSTEM TO INCLUDE THE RATING OF EQUIPMENT AND ANY ON-SITE DISTRIBUTION TRANSFORMERS, AND HAVE SUFFICIENT CAPACITY TO SIMULTANEOUSLY CHARGE EVs AT ALL REQUIRED EV SPACES INCLUDING LEVEL 1 EV READY AND EV CAPABLE SPACES; AND SERVICE PANEL OR SUBPANEL(S) SHALL HAVE SUFFICIENT CAPACITY TO ACCOMMODATE THE REQUIRED NUMBER OF DEDICATED BRANCH CIRCUIT(S) FOR THE FUTURE INSTALLATION OF THE EVSE.

### 5.106.5.3.2 OTHER NONRESIDENTIAL BUILDINGS.

IN NONRESIDENTIAL NEW CONSTRUCTION BUILDINGS THAT ARE NOT DESIGNATED PRIMARILY FOR OFFICE USE, SUCH AS THOSE FOR RETAIL USES:

1. WHEN 10 OR MORE PARKING SPACES ARE CONSTRUCTED, 6% OF THE AVAILABLE PARKING SPACES ON SITE SHALL BE EQUIPPED WITH LEVEL 2 EVCS;
2. AN ADDITIONAL 5% SHALL BE AT LEAST LEVEL 1 EV READY.

CALCULATIONS FOR THE REQUIRED MINIMUM NUMBER OF SPACES EQUIPPED WITH LEVEL 2 EVCS AND LEVEL 1 EV READY SPACES SHALL BE ROUNDED UP TO THE NEAREST WHOLE NUMBER

**EXCEPTION:** INSTALLATION OF EACH DIRECT CURRENT FAST CHARGER WITH THE CAPACITY TO PROVIDE AT LEAST 80 kW OUTPUT MAY SUBSTITUTE FOR SIX LEVEL 2 EVCS AND FIVE EV READY SPACES AFTER A MINIMUM OF SIX LEVEL 2 EVCS AND FIVE LEVEL 1 EV READY SPACES ARE INSTALLED.

## DEFINITIONS

THE FOLLOWING DEFINITIONS SHALL APPLY FOR SECTION 100.1(B):

**ALL-ELECTRIC BUILDING** IS A BUILDING THAT HAS NO NATURAL GAS OR PROPANE PLUMBING INSTALLED WITHIN THE BUILDING.

**NEWLY CONSTRUCTED BUILDING** (APPLICABLE TO CHAPTER 12.22 ENERGY CODE SECTION 12.22.020 AMENDMENTS) IS A BUILDING THAT HAS NEVER BEEN USED OR OCCUPIED FOR ANY PURPOSE AND SUPPORTED BY 1) A NEW STRUCTURAL FOUNDATION, 2) AN EXISTING, STRUCTURAL FOUNDATION WHERE A BUILDING HAS BEEN DEMOLISHED AND REMOVED TO FLOOR OR BELOW, OR 3) A COMBINATION OF 1) AND 2).

**PUBLIC BUILDING** IS A BUILDING USED BY THE PUBLIC FOR ANY PURPOSE, SUCH AS ASSEMBLY, EDUCATION, ENTERTAINMENT, OR WORSHIP.

**SCIENTIFIC LABORATORY BUILDING** IS A BUILDING OR AREA WHERE RESEARCH, EXPERIMENTS, AND MEASUREMENT IN MEDICAL, LIFE, AND PHYSICAL SCIENCES ARE PERFORMED AND/OR STORED REQUIRING EXAMINATION OF FINE DETAILS. THE BUILDING MAY INCLUDE WORKBENCHES, COUNTERTOPS, SCIENTIFIC INSTRUMENTS, AND SUPPORTING OFFICES.

## RESIDENTIAL REQUIREMENTS

### **ORDINANCES No. 2020-470A AND 2020-471**

#### **MULTI-FAMILY BUILDINGS (TWO TO NINE UNITS),**

##### **2. NEWLY CONSTRUCTED BUILDINGS.**

A. SECTIONS 110.0 THROUGH 110.12 APPLY TO ALL NEWLY CONSTRUCTED BUILDINGS WITHIN THE SCOPE OF SECTION 100.0(A). IN ADDITION, NEWLY CONSTRUCTED BUILDINGS SHALL MEET THE REQUIREMENTS OF SUBSECTIONS B, C, D OR E, AS APPLICABLE AND SHALL BE AN ALL-ELECTRIC BUILDING AS DEFINED IN SECTION 100.1(B).

**EXCEPTION 1:** RESIDENTIAL SINGLE-FAMILY DWELLINGS, DETACHED ADUs (ACCESSORY DWELLING UNITS), MULTIFAMILY DWELLINGS WITH TWO TO NINE UNITS MAY INSTALL NON-ELECTRIC (NATURAL GAS-FUELED) COOKING AND FIREPLACE APPLIANCES IF THE APPLICANT COMPLIES WITH THE PREWIRING PROVISIONS, SUBSECTION 12.22.020 B.3.

##### **3. WIRING TO ACCOMMODATE FUTURE ELECTRIC APPLIANCES OR EQUIPMENT.**

(A) IF A NON-ELECTRIC APPLIANCE OR PIECE OF EQUIPMENT IS ALLOWED TO BE INSTALLED, THE APPLIANCE OR EQUIPMENT LOCATION MUST ALSO BE ELECTRICALLY PRE-WIRED FOR FUTURE ELECTRIC APPLIANCE OR EQUIPMENT INSTALLATION, INCLUDING:

- I. A DEDICATED CIRCUIT, PHASED APPROPRIATELY, WITH A MINIMUM AMPERAGE REQUIREMENT FOR A COMPARABLE ELECTRIC APPLIANCE WITH AN ELECTRICAL RECEPTACLE OR JUNCTION BOX THAT IS CONNECTED TO

THE ELECTRIC PANEL WITH CONDUCTORS OF ADEQUATE CAPACITY, EXTENDING TO WITHIN 3 FEET OF THE APPLIANCE AND ACCESSIBLE WITH NO OBSTRUCTIONS. APPROPRIATELY SIZED CONDUIT MAY BE INSTALLED IN LIEU OF CONDUCTORS; AND

#### **4.106.4 ELECTRIC VEHICLE (EV) CHARGING FOR NEW CONSTRUCTION.**

NEW CONSTRUCTION SHALL COMPLY WITH SECTIONS 4.106.4.1, 4.106.4.2, OR 4.106.4.3 TO FACILITATE FUTURE INSTALLATION AND USE OF EV CHARGERS. ELECTRIC VEHICLE SUPPLY EQUIPMENT (EVSE) SHALL BE INSTALLED IN ACCORDANCE WITH THE CALIFORNIA ELECTRICAL CODE, ARTICLE 625.

##### **EXCEPTIONS:**

1. WHERE THERE IS NO COMMERCIAL POWER SUPPLY.
2. IF NO ADDITIONAL PARKING FACILITIES ARE PROVIDED, THEN ACCESSORY DWELLING UNITS (ADU) AND JUNIOR ACCESSORY DWELLING UNITS (JADU).

#### **4.106.4.1 NEW ONE- AND TWO-FAMILY DWELLINGS AND TOWNHOUSES WITH ATTACHED OR DETACHED PRIVATE GARAGES.**

FOR EACH DWELLING UNIT, INSTALL AT LEAST ONE LEVEL 2 EV READY SPACE IN THE GARAGE. IF MULTIPLE (TWO OR MORE) GARAGE PARKING SPACES ARE PROVIDED FOR A DWELLING UNIT, INSTALL AT LEAST TWO LEVEL 2 EV READY SPACES.

- II. BOTH ENDS OF THE UNUSED CONDUCTOR OR CONDUIT SHALL BE LABELED WITH THE WORDS "FOR FUTURE ELECTRIC APPLIANCE OR EQUIPMENT" AND BE ELECTRICALLY ISOLATED; AND
- III. A RESERVED CIRCUIT BREAKER SPACE SHALL BE INSTALLED IN THE ELECTRICAL PANEL ADJACENT TO THE CIRCUIT BREAKER FOR THE BRANCH CIRCUIT AND LABELED FOR EACH CIRCUIT, AN EXAMPLE IS AS FOLLOWS (I.E. "FOR FUTURE ELECTRIC RANGE;"); AND,
- IV. ALL ELECTRICAL COMPONENTS, INCLUDING CONDUCTORS, RECEPTACLES, JUNCTION BOXES, OR BLANK COVERS, RELATED TO THIS SECTION SHALL BE INSTALLED IN ACCORDANCE WITH THE CALIFORNIA ELECTRICAL CODE.

#### **4.106.4.2 NEW MULTIFAMILY DWELLINGS.**

THE FOLLOWING REQUIREMENTS APPLY TO ALL NEW MULTIFAMILY DWELLINGS:

1. FOR MULTIFAMILY BUILDINGS WITH LESS THAN OR EQUAL TO 20 DWELLING UNITS, INSTALL AT LEAST ONE LEVEL 2 EV READY SPACE FOR EACH DWELLING UNIT.
2. WHEN MORE THAN 20 MULTIFAMILY DWELLING UNITS ARE CONSTRUCTED ON A BUILDING SITE
  - A. 25% OF THE DWELLING UNITS WITH PARKING SPACE(S) SHALL BE PROVIDED WITH AT LEAST ONE LEVEL 2 EV READY SPACE. CALCULATIONS FOR THE REQUIRED MINIMUM NUMBER OF LEVEL 2 EV READY SPACES SHALL BE ROUNDED UP TO THE NEAREST WHOLE NUMBER AND NOT LESS THAN 21 SPACES.
  - B. IN ADDITION, EACH REMAINING DWELLING UNIT WITH PARKING SPACE(S) SHALL BE PROVIDED WITH AT LEAST ONE LEVEL 1 EV READY SPACE.

EXCEPTION: FOR ALL MULTIFAMILY AFFORDABLE HOUSING, 10% OF DWELLING UNITS WITH PARKING SPACE(S) SHALL BE PROVIDED WITH AT LEAST ONE LEVEL 2 EV READY SPACE. CALCULATIONS FOR THE REQUIRED MINIMUM NUMBER OF LEVEL 2 EV READY SPACES SHALL BE ROUNDED UP TO THE NEAREST WHOLE NUMBER. THE REMAINING DWELLING UNITS WITH PARKING SPACE(S) SHALL EACH BE PROVIDED WITH AT LEAST ONE LEVEL 1 EV READY SPACE.

**ORDINANCES NO. 2020-470B AND 2020-471**

### **MULTI-FAMILY RESIDENTIAL DEVELOPMENTS (TEN OR MORE UNITS)**

#### **2. NEWLY CONSTRUCTED BUILDINGS.**

A. SECTIONS 110.0 THROUGH 110.12 APPLY TO ALL NEWLY CONSTRUCTED BUILDINGS WITHIN THE SCOPE OF SECTION 100.0(A). IN ADDITION, NEWLY CONSTRUCTED BUILDINGS SHALL MEET THE REQUIREMENTS OF SUBSECTIONS B, C, D OR E, AS APPLICABLE AND SHALL BE AN ALL-ELECTRIC BUILDING AS DEFINED IN SECTION 100.1(B).

## 4.106.4.2 NEW MULTIFAMILY DWELLINGS.

THE FOLLOWING REQUIREMENTS APPLY TO ALL NEW MULTIFAMILY DWELLINGS:

1. FOR MULTIFAMILY BUILDINGS WITH LESS THAN OR EQUAL TO 20 DWELLING UNITS, INSTALL AT LEAST ONE LEVEL 2 EV READY SPACE FOR EACH DWELLING UNIT.
2. WHEN MORE THAN 20 MULTIFAMILY DWELLING UNITS ARE CONSTRUCTED ON A BUILDING SITE
  - A. 25% OF THE DWELLING UNITS WITH PARKING SPACE(S) SHALL BE PROVIDED WITH AT LEAST ONE LEVEL 2 EV READY SPACE. CALCULATIONS FOR THE REQUIRED MINIMUM NUMBER OF LEVEL 2 EV READY SPACES SHALL BE ROUNDED UP TO THE NEAREST WHOLE NUMBER AND NOT LESS THAN 21 SPACES.
  - B. IN ADDITION, EACH REMAINING DWELLING UNIT WITH PARKING SPACE(S) SHALL BE PROVIDED WITH AT LEAST ONE LEVEL 1 EV READY SPACE.

**EXCEPTION:** FOR ALL MULTIFAMILY AFFORDABLE HOUSING, 10% OF DWELLING UNITS WITH PARKING SPACE(S) SHALL BE PROVIDED WITH AT LEAST ONE LEVEL 2 EV READY SPACE. CALCULATIONS FOR THE REQUIRED MINIMUM NUMBER OF LEVEL 2 EV READY SPACES SHALL BE ROUNDED UP TO THE NEAREST WHOLE NUMBER. THE REMAINING DWELLING UNITS WITH PARKING SPACE(S) SHALL EACH BE PROVIDED WITH AT LEAST ONE LEVEL 1 EV READY SPACE.

NON-RESIDENTIAL & RESIDENTIAL (MULTI-FAMILY) CHECKLIST CAN BE FOUND AT :

[HTTPS://WWW.LOSALTOSCA.GOV/COMMUNITYDEVELOPMENT/PAGE/REACH-CODES-0](https://www.losaltosca.gov/communitydevelopment/page/reach-codes-0)

[HTTPS://WWW.LOSALTOSCA.GOV/SITES/DEFAULT/FILES/FILEATTACHMENTS/COMMUNITY\\_DEVELOPMENT/PAGE/56991/NONRESIDENTIAL\\_NEW\\_CONSTRUCTION\\_CHECKLIST\\_FILL\\_IN\\_FORM\\_2021.PDF](https://www.losaltosca.gov/sites/default/files/fileattachments/community_development/page/56991/nonresidential_new_construction_checklist_fill_in_form_2021.pdf)

## 13. SPECIAL INSPECTION

- WHERE SPECIAL INSPECTION OR TESTING IS REQUIRED BY C.B.C. SECTION 1705 THE DESIGN PROFESSIONAL SHALL INCORPORATE A STATEMENT OF SPECIAL INSPECTION INTO THE PLANS. THE CONTEXT OF THE STATEMENT SHALL INCLUDE THE MATERIALS, SYSTEMS, COMPONENTS, AND WORK TO BE VERIFIED BY THE REGISTERED PROFESSIONAL. SUCH VERIFICATIONS SHALL BE IDENTIFIED AS TO WHETHER IT WILL BE CONTINUOUS INSPECTION OR PERIODIC. WORK THAT IS MINOR IN NATURE FOR LIGHT FRAMED CONSTRUCTION, AS DETERMINED BY THE BUILDING OFFICIAL, MAY BE INSPECTED AND DOCUMENTED BY THE ENGINEER OF RECORD AND SHALL BE MADE AVAILABLE AT THE BUILDING DEPARTMENT'S REQUEST.

## 14. CIVIL DRAWINGS/GRADING AND DRAINAGE PLAN

(FOR NEW COMMERCIAL BUILDINGS AND ADDITIONS OVER 750 SQ. FT.)

- LOCATION OF JOB TRAILERS, TEMPORARY SANITARY FACILITIES AND POWER POLE LOCATIONS.
- LOCATION AND ELEVATION OF BENCHMARKS.
- ELEVATION AT STREET AND NEIGHBORING PROPERTY LINES
- PAD ELEVATION
- FINISHED FLOOR ELEVATION(S)
- EXISTING AND PROPOSED CONTOURS AND DRAINAGE PATTERN
- UNDERGROUND UTILITIES – EXISTING AND PROPOSED

## 15. BLUEPRINT FOR A CLEAN BAY GUIDELINE

- ATTACH 1 COPY TO 2 SETS OF PLANS AS SECOND SHEET.
- SHEETS CAN BE PURCHASED THROUGH THE CITY FOR A FEE OF \$10.00 PER SHEET OR DOWNLOADED FROM THE WEBSITE AT [WWW.LOSALTOSCA.GOV](http://WWW.LOSALTOSCA.GOV)



## 16. CAL GREEN BUILDING – (2) 8-1/2 X 11 COPIES REQUIRED

- PROVIDE TWO (2) 8-1/2 X 11 COPIES OF THE 2019 CALGREEN NON-RESIDENTIAL CHECKLIST MANDATORY MEASURES FORM AS APPLICABLE. THIS FORM IS AVAILABLE AT THE PLANNING DIVISION OR AT [WWW.LOSALTOSCA.GOV](http://WWW.LOSALTOSCA.GOV).

YOU ARE REQUIRED TO RECYCLE AND/OR REUSE THE WASTE MATERIALS FROM YOUR DEMOLITION PROJECT THROUGH ANY COMBINATION OF THE FOLLOWING OPTIONS:

1. EMPLOY CITY-CONTRACTED DEBRIS BOX HAULER:

- **MISSION TRAIL WASTE SYSTEMS** – [HTTP://MISSIONTRAIL.COM/LOSALTOS/](http://MISSIONTRAIL.COM/LOSALTOS/)  
650-473-1400

2. USE A CITY-APPROVED RECYCLING FACILITY:

- **ZANKER RECYCLING** – [WWW.ZANKERRECYCLING.COM/ZANKER-FACILITIES](http://WWW.ZANKERRECYCLING.COM/ZANKER-FACILITIES)  
675 LOS ESTEROS ROAD, SAN JOSE CA 95134  
408-263-2385
- **SHOREWAY** – [WWW.SBRECYCLING.NET](http://WWW.SBRECYCLING.NET)  
333 SHOREWAY ROAD, SAN CARLOS CA 94070  
650-802-8355
- **MTWS TRANSFER STATION** – [HTTP://MISSIONTRAIL.COM/TRANSFERSTATION/](http://MISSIONTRAIL.COM/TRANSFERSTATION/)  
1313 MEMOREX DRIVE, SANTA CLARA CA 95050  
408-727-5365 x514
- **NEWBY ISLAND** – [HTTP://LOCAL.REPUBLICSERVICES.COM/SITE/NEWBY-ISLAND](http://LOCAL.REPUBLICSERVICES.COM/SITE/NEWBY-ISLAND)  
1601 DIXON LANDING ROAD, MILPITAS CA 95035  
408-262-1401
- **STEVENS CREEK QUARRY, INC.**  
12100 STEVENS CANYON ROAD, CUPERTINO CA 95014  
408-253-2512

**\*\*YOU MUST SPECIFICALLY REQUEST A WEIGHT TICKET FROM STEVENS CREEK QUARRY OR YOU WILL ONLY RECEIVE A TICKET STATING HOW MANY LOADS YOU DROPPED OFF. THAT WILL NOT MEET THE REQUIREMENTS AND YOU MAY BE SUBJECT TO PENALTIES\*\***

**DO NOT FORGET TO DECLARE YOU LOAD AS C & D AT THE SCALE HOUSE.**

PLEASE BE AWARE THAT IF OPERATORS DETERMINE THAT YOUR LOAD IS LESS THAN 50% COMPRISED OF CLEAN WOOD, METAL, CARDBOARD, OR OTHER RECOVERABLES, THEY MAY REQUIRE YOU TO DELIVER IT TO LANDFILL OR REJECT IT. PROJECT APPLICANTS SHOULD MAKE THEIR BEST EFFORT TO ENSURE THAT EACH LOAD DELIVERED TO CITY-APPROVED FACILITIES CONTAINS AT LEAST 50% RECOVERABLE MATERIALS.

**ANY PERSON NOT IN COMPLIANCE MAY BE SUBJECT TO AN ADMINISTRATIVE PENALTY OF UP TO \$5,000.00**

A LIMITED EXEMPTION TO THE LAW EXISTS IN THE LOS ALTOS MUNICIPAL CODE CHAPTER 6.14.

## ADDITIONAL INFORMATION & REQUIREMENTS

### **FIRE SPRINKLERS**

- AN AUTOMATIC SPRINKLER SYSTEM SHALL BE PROVIDED THROUGHOUT ALL NEW BUILDINGS AND THROUGHOUT ALL EXISTING BUILDINGS WHEN MODIFICATIONS ARE MADE THAT INCLUDE ADDITIONS OF FIFTY (50) PERCENT AND/OR SEVEN HUNDRED AND FIFTY (750) SQUARE FEET OR GREATER TO EXISTING FLOOR AREA. AREA CALCULATIONS SHALL NOT INCLUDE EXISTING BASEMENT FLOOR AREAS.
- 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 COUNTY FIRE DEPARTMENT AT DESIGN REVIEW.

- ALL FIRE SPRINKLER PLANS SHALL BE SUBMITTED DIRECTLY TO THE COUNTY FIRE DEPARTMENT BY A CALIFORNIA LICENSED C-16 FIRE SPRINKLER CONTRACTOR.

**\*SEE DEFINITION OF "ALTERATION" UNDER GENERAL INFORMATION.**

## **DEMOLITION**

- 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 PROCESS AS EARLY AS POSSIBLE.
- THE DEMOLITION PERMIT APPLICATION PACKAGE CAN BE OBTAINED FROM THE BUILDING DIVISION.

## **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 OF FIFTY (50) PERCENT OF THE EXISTING FLOOR AREA AND/OR AN ADDITION OF SEVEN HUNDRED AND FIFTY (750) SQUARE FEET OR MORE, EXCLUDING EXISTING 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.
  - 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. (ORD. 07-312 1 (PART)).

## **HEALTH DEPARTMENT**

PURSUANT TO CALIFORNIA HEALTH AND SAFETY CODE SECTION 114380, YOU MUST OBTAIN PLAN APPROVAL FROM THE COUNTY OF SANTA CLARA DEPARTMENT OF HEALTH, ENVIRONMENTAL HEALTH SERVICES DIVISION FOR ANY TYPE OF RETAIL FOOD OR BEVERAGE FACILITY IN SANTA CLARA COUNTY. PROJECTS INCLUDE:

- CONSTRUCTION OF ANY NEW FOOD SERVICE ESTABLISHMENT
- REMODELING OR EXPANDING ANY EXISTING FOOD SERVICE ESTABLISHMENT
- CONVERSION OF A NON-FOOD BUSINESS TO A FOOD SERVICE ESTABLISHMENT
- TRANSFER OF OWNERSHIP OF ANY RELATED FOOD SERVICE ESTABLISHMENT

THE ABOVE INCLUDES BUT IS NOT LIMITED TO RESTAURANTS, MOTELS/HOTELS/BED AND BREAKFAST, AND DAY CARE AND ELDERLY CARE FACILITIES

- APPROVAL IS ALSO REQUIRED ON ANY NEW OR REMODELED PUBLIC SWIMMING POOL

FOR MORE INFORMATION CONTACT:

SCC DEPARTMENT OF HEALTH, ENVIRONMENTAL HEALTH SERVICES DIVISION  
1555 BERGER DRIVE, SUITE 300  
SAN JOSE, CA 95112-2716  
(408) 918-3400