



# PLAN REVIEW SUBMITTAL CHECKLIST

COMMUNITY DEVELOPMENT DEPARTMENT • BUILDING DIVISION

SEAN HATCH, BUILDING OFFICIAL

10300 TORRE AVENUE • CUPERTINO, CA 95014-3255

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|                   |                                      |   |   |
|-------------------|--------------------------------------|---|---|
| *PERMIT TYPE:     | FOOD ESTABLISHMENT?                  | Y | N |
| *USE:             | PUBLIC SWIMMING POOL?                | Y | N |
| *PLAN CHECK TYPE: | HILLSIDE / UNFAV. SOIL?              | Y | N |
|                   | 2 <sup>ND</sup> STORY WINDOW MODIF.? | Y | N |
|                   | OWNER / BUILDER?                     | Y | N |
|                   | FENCING PROPOSED?                    | Y | N |

Provide **One Electronic Copy of Plans and Documents** on a thumb drive.

| APPLICATION SUBMITTAL INFORMATION  |   | Required   | Provided                 |
|--|---|--|--------------------------|
| <b>COVER SHEET</b>   | 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"> <li>• 2022 Calif. Building Code (based on 2021 International Building Code)</li> <li>• 2022 Calif. Residential Code (based on 2021 International Resid. Code)</li> <li>• 2022 Calif. Plumbing Code (based on 2021 Uniform Plumbing Code)</li> <li>• 2022 Calif. Mechanical Code (based on 2021 Uniform Mechanical Code)</li> <li>• 2022 Calif. Electrical Code (based on 2020 National Electrical Code)</li> <li>• 2022 Calif. Energy Code</li> <li>• 2022 Calif. Green Building Standards Code</li> <li>• Cupertino Municipal Code</li> </ul> | <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 information (including assessor's parcel number, use of building, type of construction, floor area, # stories, etc.)   | <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"/> |
|  | <b>CONSTRUCTION PLANS</b>   | 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"/> |
| 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 <a href="#">privacy protection requirements</a> for second stories or new second story windows.  | <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). <a href="#">Affidavit from a certified arborist/landscape architect</a> . (Affidavit should have a copy of the privacy planting plan attached). | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | <a href="#">Landscape Water-Efficiency Checklist</a> ( <a href="#">click for entire landscape ordinance</a> )   | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | <a href="#">Fence Approval Form</a> ( <a href="#">click for entire fence ordinance</a> )  | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | Incorporate the <a href="#">City of Cupertino Best Management Practices (BMP)</a> 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 <a href="#">Construction Permit Application Form</a>   | <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"/> |
|                      | Lot/Boundary Survey and/or Horizontal Control Plan ( <a href="#">Licensed Survey Policy</a> )   | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | <a href="#">Title 24 Energy Certificate of Compliance forms</a> 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"/> |
|                      | <a href="#">Residential CalGreen Checklist</a>  | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | Manufacturer's Specifications   | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | <a href="#">Owner-Builder Disclosure Form</a> (for property owners applying for their own building permit)  | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | <a href="#">Hazardous Materials Questionnaire Form</a>  | <input type="checkbox"/> | <input type="checkbox"/> |
| CLEARANCES REQUIRED  | <a href="#">Building Department</a> 408-777-3228  | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | <a href="#">Planning Department</a> 408-777-3308  | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | <a href="#">Public Works Department</a> – 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"/> |
|                      | <a href="#">Public Works Department, Environmental Programs</a> – Waste Trios, Trash Enclosure w/ roof, Inlet Protection. 408-777-3354  | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | <a href="#">Santa Clara County Fire Department</a> 408-378-4010   | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | <a href="#">County Health Department</a> 408-918-3400   | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | <a href="#">Cupertino Sanitary Sewer District</a> 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 <a href="#">Demolition Permit Application</a> 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: \_\_\_\_\_