



CITY OF LOS ALTOS
Community Development Department
Building Division
(650) 947-2752

SUBMITTAL REQUIREMENTS FOR A BUILDING PERMIT
New Commercial Additions, Alterations, Tenant Improvements, and Multi-Family

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. – Tuesdays

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, Electrical, Mechanical and Plumbing Codes, were Adopted January 1, 2011.

Each submittal shall include Five (5) copies of the following documents:

1. **GENERAL INFORMATION**
2. **TITLE PAGE**
3. **PLOT PLAN**
4. **KEY PLAN**
5. **ARCHITECTURAL PLANS - (floor plan, elevations, sections, other details) & STRUCTURAL PLANS - (Foundation, 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. **BLUEPRINT FOR A CLEAN BAY GUIDELINE**
12. **GREEN BUILDING REQUIREMENTS**
13. **FIRE SPRINKLER PLANS**
14. **DEMOLITION PERMIT**
15. **SEPARATE PLANS AND PERMITS (Fire department requirements/separate structures)**
16. **UTILITIES**

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

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

(Deferred submittals are only allowed under special circumstance as approved by the building official)

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.
- 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.
- For the purpose of these submittal requirements “alteration” shall be defined as: To replace or to make a change which will prolong the life of the supporting members of a structure, such as bearing walls, roof rafters, columns, beams or girders.
- Los Altos is located within seismic design category e; basic wind speed of 85 mph; 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.
- **List of subcontractors must be provided prior to sheet rock inspection. All subcontractors are required to obtain a City of Los Altos business license.**

2. TITLE PAGE

- Index of drawings and legend of proposed phased construction plan. (Prior approval required)
- All applicable conditions of approval shall be incorporated and printed on title page.
- List applicable building codes (2007 California codes)
- Scope of work
- Occupancy group(s)
- Type of construction
- Allowable heights and floor area calculations
- List gross tenant area per each floor and each tenant.

3. PLOT 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 valve location.
- Show building footprint with all projections and dimensions to property lines.
- Required minimum building separation shall be provided from adjacent buildings and property lines not common to a public way. See Municipal code, Chapter 12.08, Section 12.08.020B.
- 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 C.B.C. chapter 33.
- The minimum acceptable scale is $\frac{1}{4}'' = 1'$.
- 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, pellet-fueled wood heaters or EPA certified wood burning appliances 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, door ratings, smoke/fire damper locations.
- Provide finish schedule with flame spread ratings.

7. PLUMBING PLAN

- Provide a listed accessible back flow water 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.

9. ELECTRICAL PLANS

- Provide size and location of all electrical panel installations. All new, relocated, additions or alterations over 50% of existing building square footage 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

- 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. 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

12. GREEN BUILDING

- Attach copy of GB-1 plan sheet to front of all sets of plans (maintain 11 x17 size). GB-1 sheet can be obtained from the building division or downloaded from city website at www.losaltosca.gov.
- All new buildings and any additions and/or alterations of more than 50% (see planning staff) must meet the green building regulations implemented January 1, 2008.
- All sets of plans shall include a separate full-sized sheet of the green point checklist.
- Green point check list must be provided by a certified green point rater.
- Rater's information must be noted on checklist.
- Project must meet a minimum of 50 points at final.

13. 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 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.**

14. 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 process as early as possible.
- The demolition permit application package can be obtained from the building division.

15. SEPARATE PLANS AND PERMITS

- Storage racks with storage level over 8' high require permits. Provide calculations and details.
- High piled storage areas (commodities as regulated by the Fire Code).
- Fire alarm/smoke detection systems.
- Flammable liquid storage areas, hazardous materials compressed gases.
- Spray booths.
- Separate structures

16. 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 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.
 - 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)).