



Community Development Department
Planning/Building Division
One North San Antonio Road
Los Altos, California 94022-3087
Planning Division Phone No. (650) 947-2750
Building Division Phone No. (650) 947-2752
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APPOINTMENT PLAN CHECK REQUIREMENTS FOR RESIDENTIAL ADDITIONS & ALTERATIONS

Appointment plan checks are scheduled by the Planning Division
for Tuesdays or Thursdays at 9:00 a.m.

Projects requesting an Appointment Plan Check must meet the following criteria:

- Total combined addition & remodeled areas shall **not** exceed 500 square feet.
- Drawings to be prepared in accordance with the Planning Division's Design Review Requirements and the Building Division's Residential Submittal Requirements. Requirements may be obtained at City Hall or on our website.
- Projects shall **not** include any variances, public meetings, basements or 2nd stories.
- Projects shall require prior planning authorization in order to verify that the project meets all criteria.

Please note that permits may only be issued to the property owner or the general contractor. The property owner must submit written authorization in order for the architect or designer to obtain the permit on their behalf.