



WHAT DO I NEED TO GET A PERMIT?

First, you will need to determine the scope of your project. (Exactly what you will be building). Once the scope of the project has been determined, it can then be determined if you will need to go through Planning Division approvals or if you can go straight to the Building Division. After determining that you can go to the Building Division. The next step is to submit your drawings for approval and permits.

WHAT DRAWINGS ARE REQUIRED?

The following minimum drawings are usually required for all residential and commercial projects to be approved.

- **SITE PLAN:** This plan clearly shows an aerial view of your home, property lines, adjacent streets and properties and setbacks. This plan is mainly for the Planning Division and Engineering Department to assure proper set back and other requirements are met. On this plan it should be clearly noted exactly what is existing and what is proposed to be built.
- **FLOOR PLAN:** This plan clearly shows the interior of the building. Walls to be removed, new walls, windows, doors, etc., should all be clearly noted on this plan. Again, as with the site plan, what is existing and what is proposed to be build should be clearly noted. Walls to be removed should be represented with “dashed lines”.
- **FOUNDATION PLAN:** This plan is required to show size and location of new foundations and footings for your project.
- **ROOF FRAMING PLAN:** This plan clearly indicates the size of roof rafters and ceiling joists. Typically, roof slope and roofing materials are called out on this plan.
- **FLOOR FRAMING PLAN:** This plan clearly indicates the size of all floor framing members. Floor joists, girders and subfloor size are customarily called out on this plan.
- **CROSS SECTIONS:** These drawings show the building’s frame, this is usually done as a “cutaway” view clearly illustrating all ceiling heights, wall construction, roof pitch, etc. Insulation values and locations are also shown on these drawings.
- **EXTERIOR ELEVATIONS:** These drawings show a “side-view” of the building. Typically, these drawings show doors, windows, chimneys, etc. to achieve a conceptual feeling for the project.
- **ENERGY CALCULATIONS:** These documents are required to be submitted with your building plans by the California Energy Commission (CEC). These documents verify the compliance of the structure (new and existing) to meet the state energy requirements. It is recommended that a professional energy consultant be utilized for this stage of your project.
- **STRUCTURAL CALCULATIONS:** Structural may be required if your project is very large in size or of unusual shape. Also, it is safe to assume if your project is two stories or more, calculations will be required. These calculations are to verify that structure elements are adequately sized and connected at critical areas. Also, a lateral analysis is generally required on large and two story projects to determine the capacity of the building to resist seismic motion of the project. The documents must be prepared by an appropriately licensed individual.

This handout is not intended to list all the required items, it is only serve as a guide. Additional information is required for second stories, planning applications, etc. Please contact the Planning Division at 650-259-2341 for questions and applications concerning planning, zoning, sign and second story requirements.

Contact the Building Division for additional information or questions at 650-259-2330 for items relating to the construction or permits for your project.

Specific guidelines, application forms, submittal requirements are available from the Planning and Building Divisions. DO NOT start on your plans until you have contacted BOTH Planning and Building Divisions.

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