



# PLAN REVIEW SUBMITTAL CHECKLIST

COMMUNITY DEVELOPMENT DEPARTMENT • BUILDING DIVISION  
 ALBERT SALVADOR, P.E., C.B.O., BUILDING OFFICIAL  
 10300 TORRE AVENUE • CUPERTINO, CA 95014-3255  
 (408) 777-3228 • FAX (408) 777-3333 • [building@cupertino.org](mailto:building@cupertino.org)

*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>• 2016 Calif. Building Code (based on 2015 International Building Code)</li> <li>• 2016 Calif. Residential Code (based on 2015 International Resid. Code)</li> <li>• 2016 Calif. Plumbing Code (based on 2015 Uniform Plumbing Code)</li> <li>• 2016 Calif. Mechanical Code (based on 2015 Uniform Mechanical Code)</li> <li>• 2016 Calif. Electrical Code (based on 2014 National Electrical Code)</li> <li>• 2016 Calif. Energy Code</li> <li>• 2016 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: \_\_\_\_\_