



TOWN OF LOS GATOS

RESIDENTIAL DECK/PORCH/STAIR/GUARDRAIL

SUBMITTAL REQUIREMENTS

In order to process your request for a building permit, **please submit the items listed below and include this completed checklist in your submittal.** We do **not** accept submittals by mail or courier. **A plan check fee will be required after the preapplication process is completed.** If one or more required items are not submitted, the application will be considered incomplete and will not be accepted.

To submit your application, you will need to register for an account on the Town's portal:

<https://permits.losgatosca.gov/CitizenAccess/Default.aspx>. Note that a Building Permit Technician **will need to approve your account** before you may move forward with your submission. The Building pre-application is a preliminary review for the building permit. You will need to upload to the pre-application in separate PDF's:

1. Completed permit application <https://www.losgatosca.gov/DocumentCenter/View/833/Building-Division-Permit-Applications?bidId=>
2. Plan set (PDF pages bookmarked and signed by design professional. Note: This must be ONE (1) PDF.)
3. Supporting documents (i.e., Structural Calculations, etc.) which should be separate uploads.

When do I need a Permit:

- Typically, decks less than 30" above grade accessory to a dwelling do not require a permit. They ARE, however, required to meet land use and zoning requirements.
- Building permits are required for all decks that are over 30" above grade at any point.
- Decks that are 6' or more above grade require engineering.
- All covered decks need a building permit.
- Check with the Planning Division to find your property's required setbacks. Setbacks from property lines vary depending on lot orientation to streets.

Minimum Required Plan Information:

1. General

- If you were required to go through the Planning process, **the Planning Department Conditions of Approval AND accompanying letter must be permanently affixed (i.e. copied) onto the first sheet.**
- A Compliance Memorandum shall be prepared and submitted with the building permit application detailing how the Conditions of Approval will be addressed.**
- Blueprint For A Clean Bay* sheet must be the second page (available at the our website www.losgatosca.gov/building).
- Wet signature on all documents by design professional(s).
- Name, title, registration number, address, and telephone number of applicable design professional(s) on each sheet.
- Cover sheet information: Project address; Property Owner's Information; Design Professional's Information; List the 2022 California Building, Electrical, Mechanical, Plumbing, and Fire Codes; sheet index, scope of work, construction type, square footage of deck and/or porch, height of wall(s), lot size, average slope of lot, etc., legend for symbols, abbreviations, and notations used in the drawings.

2. Construction Details (showing the following information):

- Plot/Site Plan. Location of existing and proposed deck(s)/stairs, and all other structures (i.e., house, detached garage, retaining walls) on the lot. The plot plan should show property line setbacks and North arrow.
- Site plan shall show all existing and proposed utilities (water service, sewage disposal system, gas, electric, telephone, cable, TV service lines and transformers).
- Site plan shall show existing trees, including diameter, location, species, existing grade at base and driplines.
- Provide a tree protection plan with the following tree protection notes:
www.losgatosca.gov/documentcenter/view/15273
- Provide a construction management plan per
www.losgatosca.gov/documentcenter/view/17600
- Deck Cross-sections that show all sides and include structural details
- Stair and railing details

3. Structural (if required)

- Foundation Plan
- Cross Sections
- Details and Notes

4. Documentation (if required)

- Structural calculations. Provide wet signed and stamped calculations.

5. Other documentation that may be necessary, but not required for submittal

- Special Inspection form, available on our website (www.losgatosca.gov/building) or at the Building Service Counter. It must be **completely filled out and signed by all required parties prior to permit issuance**. A separate form is required for each inspection if performed by separate inspectors.
- Santa Clara Valley Water District Permit. Required if you are doing construction within 50ft of a natural water course. Contact SCVWD at (408) 630-2650 for more information.

Notes:

- Permits can only be issued to a Property Owner (not a tenant) or a Licensed Contractor.
- No materials or containers (including debris boxes) are allowed to be stored in the public-right-of-way without first obtaining a permit to do so from the Engineering Division of the Public Works Department. Call (408) 399-5771 for requirements and fees.

I have read the above information and have submitted all the required information.

Signature: _____

Date: _____

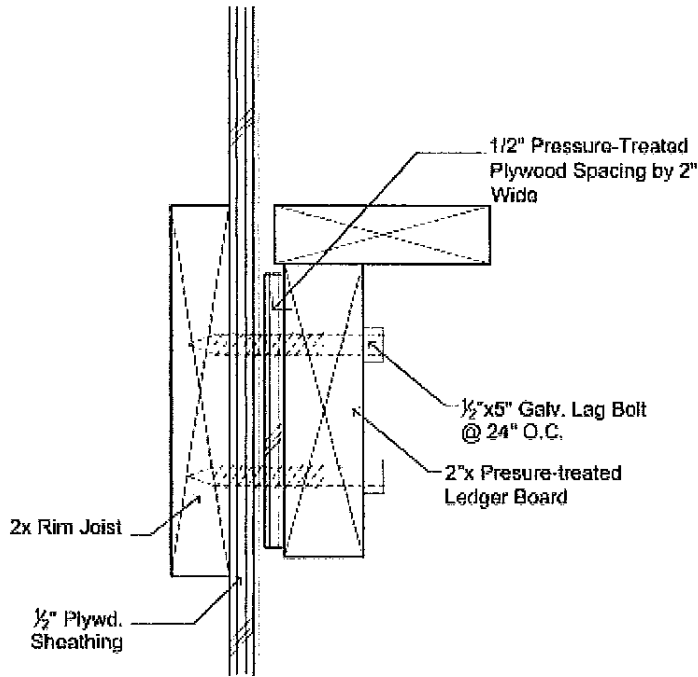


Figure 3: Alternate Connection Detail: 1/2" PT Plywood and 1/2" Drainage Spacers

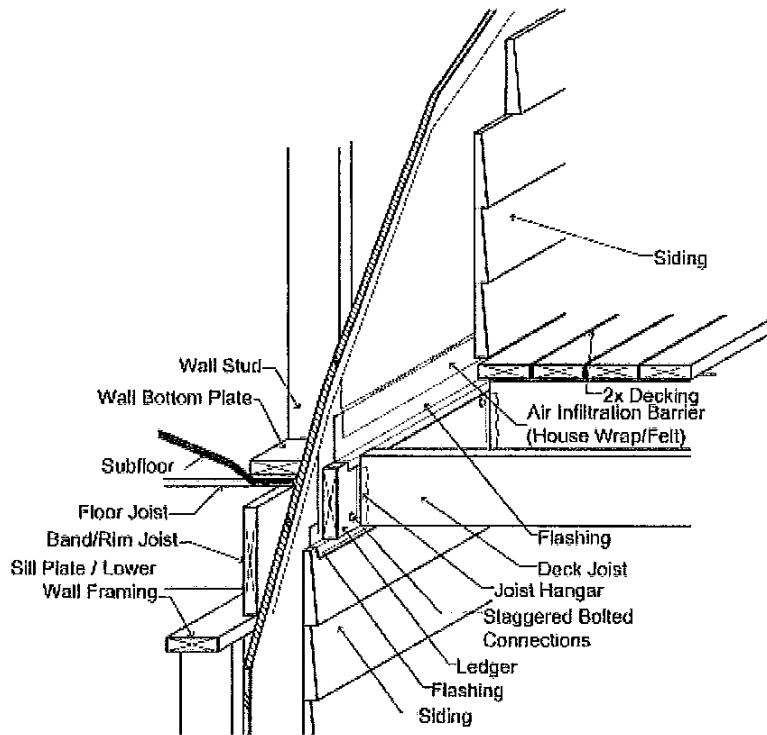


Figure 3: Deck Attachment Isometric

Required Elevations and Structural Details (See Figure 3 for structural details and Figure 3.1 for Span Table/Footing Schedule):

- Height of structure from grade;
- Size and depth of footings;
- Method of attachment to the existing structure; and
- Flashing and connection details.

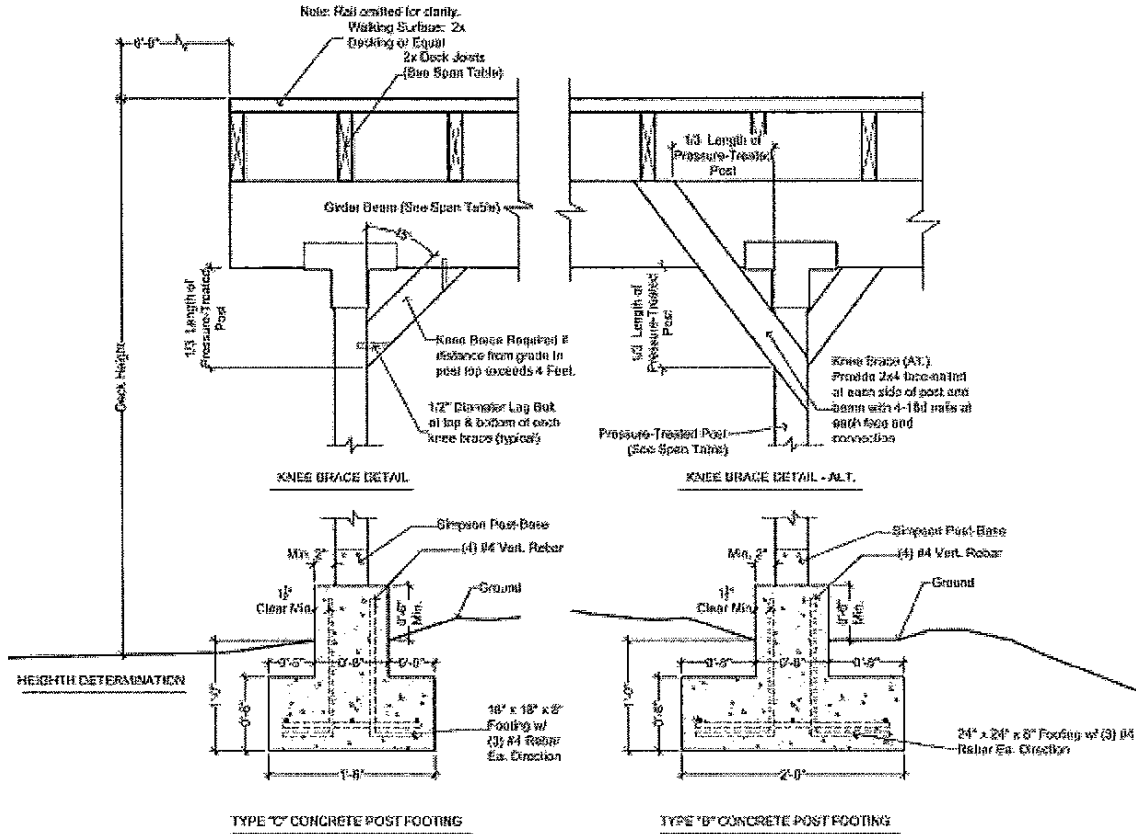


Figure 3: Footing and Knee Brace Details

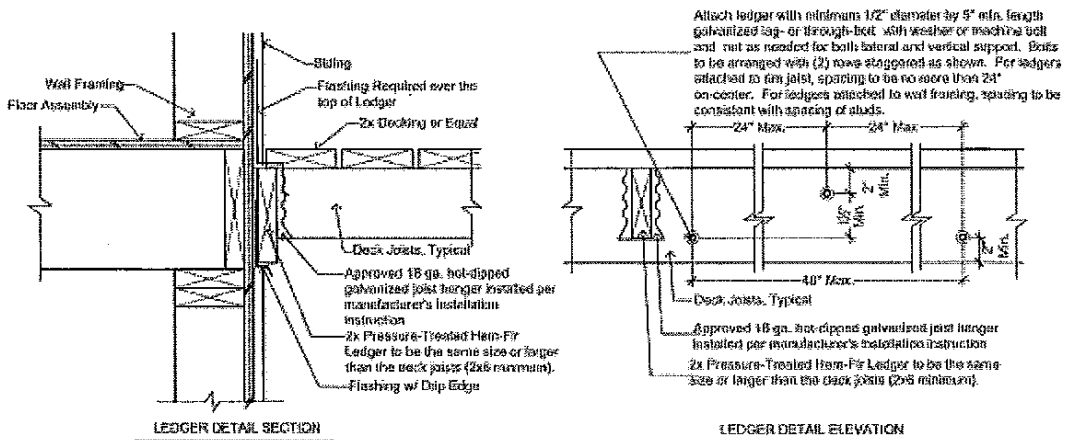


Figure 3: Connection Details

SPAN TABLE / FOOTING SCHEDULE FOR EXTERIOR RESIDENTIAL DECKS								
(Figure 3.1)								
Spans based on the use of Hem-Fir #2 or better lumber								
Loading based on 10# dead load + 40# live load								
Beam spans and footings assume a max. 24" overhang								
Joist Size	Joist Spacing	Span ft-in.	Girder Beam Spans (maximums between posts and footings, Typ.)					
			4x6	Footing	4x8	Footing	4x10	Footing
2x6	12"	10'-0"	6'	A	8'	B	10'	C
	16"	9'-1"	6'	A	8'	B	10'	C
	24"	7'-11"	7'	A	9'	B	11'	C
2x8	12"	13'-2"	5'	B	6'	B	8'	C
	16"	12'-0"	5'	B	7'	B	9'	C
	24"	10'-2"	6'	B	8'	B	10'	C
2x10	12"	16'-10"	4'	B	5'	B	7'	C
	16"	15'-2"	5'	B	6'	B	8'	C
	24"	12'-5"	5'	B	7'	B	9'	C
FOOTING TYPES Note: All footings shall be a minimum of 12" below grade								
Type	Size	Reinforcement	Note					
A	12"x12"x18"	None	Pier blocks with positive connections and located 12" below grade may be substituted for type A footings. Not to be used on footings 48" above grade.					
B	18"x18"x8"	(3) - #4 Ea. Way						
C	24"x24"x8"	(3) - #4 Ea. Way						