



**TOWN OF LOS GATOS**  
**BUILDING PERMIT APPLICATION**

**Upload Completed Application via your Citizen's Portal Account:**  
**<https://permits.losgatosca.gov/Login-and-Manage-My-Records>**

***INCOMPLETE APPLICATIONS WILL RESULT IN EXTENDED PROCESSING TIME***

<b>*PROJECT ADDRESS</b>		<b>*APN#</b>
<b>*PROPERTY OWNER NAME</b>	<b>*PHONE - REQUIRED</b>	<b>E-MAIL</b>
<b>*STREET ADDRESS</b>	<b>*CITY, STATE, ZIP</b>	<b>FAX</b>
<b>APPLICANT NAME</b>	<b>PHONE</b>	<b>E-MAIL</b>
<b>STREET ADDRESS</b>	<b>CITY, STATE, ZIP</b>	<b>FAX</b>
<b>TENANT CONTACT NAME</b>	<b>PHONE</b>	<b>E-MAIL</b>
<b>**BUSINESS NAME</b>		<b>CONTACT FAX</b>
<b>BUSINESS ADDRESS, CITY, STATE, ZIP</b>		
<b>*CONTACT:</b> <input type="checkbox"/> OWNER <input type="checkbox"/> H.O.A. <input type="checkbox"/> TENANT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> PERMIT SERVICE <input type="checkbox"/> ARCHITECT <input type="checkbox"/> DESIGNER <input type="checkbox"/> ENGINEER		
<b>*CONTRACTOR NAME</b>	<b>PHONE</b>	<b>LICENSE TYPE</b>
<b>*STATE LICENSE #</b>	<b>STATE LICENSE EXPIRES</b>	<b>TOWN BUSINESS LICENSE #</b>
<b>*DESCRIPTION OF WORK</b>		
<b>*CONSTRUCTION VALUATION (Per Structure):</b>		
<b>*AREA OF REMODEL SPACE:</b>	<b>S.F.</b>	<b>*NEW OR RELOCATED PLUMBING FIXTURES:</b> <input type="checkbox"/> Y <input type="checkbox"/> N
<b>**EXISTING USE(S)</b>	<b>**PROPOSED USE(S)</b>	
<b>**OCCUPANCY(S):</b>	<b>**CONSTRUCTION TYPE:</b>	<b>HISTORIC DISTRICT OR PRE-1941?</b> <input type="checkbox"/> Y <input type="checkbox"/> N
<b>FIRE SPRINKLERS:</b> <input type="checkbox"/> Y <input type="checkbox"/> N	<b>FIRE HAZARD AREA:</b> <input type="checkbox"/> Y <input type="checkbox"/> N	<b>**HAZARDOUS MATERIALS?</b> <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> *SEPTIC or <input type="checkbox"/> SEWER
<b>*REQUIRED INFORMATION FOR ALL APPLICATIONS</b> <b>**REQUIRED FOR COMMERCIAL APPLICATIONS</b>		

	EXISTING		PROPOSED	
First Floor		S.F.		S.F.
Second Floor		S.F.		S.F.
Third Floor/Attic – Habitable?	<input type="checkbox"/> Y <input type="checkbox"/> N	S.F.		S.F.
Basement/Cellar – Habitable?	<input type="checkbox"/> Y <input type="checkbox"/> N	S.F.		S.F.
Garage – <input type="checkbox"/> Attached <input type="checkbox"/> Detached		S.F.		S.F.
<input type="checkbox"/> Pool House/Cabana <input type="checkbox"/> Pool/Spa		S.F.		S.F.
<input type="checkbox"/> Porch <input type="checkbox"/> Deck <input type="checkbox"/> Retaining Wall		S.F./L.F.		S.F./L.F.

**REROOF - RESIDENTIAL AND COMMERCIAL**

<b>TEAR-OFF:</b> <input type="checkbox"/> SHAKE <input type="checkbox"/> COMP <input type="checkbox"/> WOOD SHINGLES <input type="checkbox"/> TILE <input type="checkbox"/> B.U.R.	<b># of SQUARES PER STRUCTURE</b>	<b>COOL ROOF</b> <input type="checkbox"/> Y <input type="checkbox"/> N
<b>NEW:</b> <input type="checkbox"/> SHAKE <input type="checkbox"/> COMP <input type="checkbox"/> WOOD SHINGLES <input type="checkbox"/> TILE <input type="checkbox"/> B.U.R.		<b>ICC ES/ESR #</b>
<b>CONSTRUCTION VALUATION (PER STRUCTURE):</b> /	/	<b>CLASS</b> <input type="checkbox"/> A <input type="checkbox"/> C

***\*MUST COMPLETE ELECTRICAL, MECHANICAL, AND PLUMBING DETAILS ON NEXT PAGE\****

## Application for Electrical Permit

E -

UNIT DESCRIPTION	NO. OF ITEMS	UNIT FEE
<b>LIGHTS, SWITCHES, OUTLETS</b>		\$2.32 EA
<b>RESIDENTIAL APPLIANCES/NEW CIRCUITS:</b>		
COOK TOP, OVEN, RANGE, DISPOSALS, CLOTHES DRYER, ENERGY STORAGE SYSTEM OR OTHER MOTOR		
OPERATED APPLIANCE NOT EXCEEDING ONE HORSEPOWER		\$7.45 EA
<b>NONRESIDENTIAL APPLIANCES/NEW CIRCUITS:</b>		
MEDICAL & DENTAL DEVICES, FOOD & BEVERAGE CABINETS, LAUNDRY		
MACHINES, DRINKING FOUNTAINS OR OTHER SIMILAR EQUIPMENT. NOTE: SEE BELOW FOR OTHER EQUIPMENT		\$9.58 EA
<b>POWER APPARATUS:</b>		
GENERATORS, TRANSFORMERS, A/C, HEAT PUMPS, BAKING EQUIPMENT:		
UP TO 10 KV		\$20.00 EA
OVER 10 KV, AND NOT OVER 50 KV		\$39.00 EA
OVER 50 KV, AND NOT OVER 100 KV		\$78.00 EA
OVER 100 KV		\$103.00 EA
<b>MOTORS:</b>		
UP TO 10 HP		\$20.00 EA
UP TO 25 HP		\$39.00 EA
UP TO 55 HP		\$78.00 EA
OVER 55 HP		\$113.00 EA
<b>TRANSFORMERS:</b>		
UP TO 5 KVA		\$20.00 EA
UP TO 10 KVA		\$39.00 EA
UP TO 50 KVA		\$65.00 EA
OVER 50 KVA		\$95.00 EA
<b>BUSWAYS (PER 100 FT) CONDUITS</b>		\$9.58 EA
<b>SERVICE EQUIPMENT:</b>		
200 AMPS OR LESS		\$96.00 EA
201 TO 999 AMPS		\$132.00 EA
SUB-PANELS / DISCONNECTS		\$47.00 EA
<b>TEMP POWER POLE</b>		\$96.00 EA
<b>TEMP DISTRIBUTION &amp; LIGHTING</b>		\$47.00 EA
<b>PRIVATE SWIMMING POOL</b>		\$78.00 EA
<b>PUBLIC SWIMMING POOL</b>		\$141.00 EA
<b>SPAS OR SAUNAS</b>		\$47.00 EA
<b>ILLUMINATED SIGNS</b>		\$123.00 EA
<b>SOLAR SYSTEM OR PHOTOVOLTAIC SYSTEM</b>		\$90.00 EA

## Permit Service Fees for EACH Permit

PERMIT ISSUANCE: \$67.00 each permit	
COMPUTER SURCHARGE: 4% OF TOTAL ITEMS MICROFILM: ACTUAL COST PLAN CHECK FEE: 65% OF Electrical, Mechanical & Plumbing Fees	
DUPLICATE JOB CARD: \$30.00 each permit PERMIT EXTENSION (APPLIES TO PERMITS THAT HAVE NOT EXPIRED): \$96.00 each permit	
Revisions/Additions to Electrical, Mechanical, or Plumbing Permits	\$30.00 each permit

If you have questions, please email [Building@losgatosca.gov](mailto:Building@losgatosca.gov). Please provide the address and/or permit number in your email so we can better assist you.

## Application for Mechanical Permit

M -

UNIT FEE	NO. OF ITEMS	AMOUNT
INSTALLATION, REPAIR OR ALTERATION OF HEATING UNIT, A/C, BOILER, COMPRESSOR, OR AIR HANDLER		\$47.00 EA
DUCT REPAIR OR ALTERATION		\$14.00 EA
FIREPLACE APPLIANCE		\$39.00 EA
VENTILATING FAN		\$14.00 EA
HOOD, RESIDENTIAL		\$39.00 EA
HOOD, COMMERCIAL		\$141.00 EA
FLUE OR VENT NOT INCLUDED WITH THE INSTALLATION OF AN APPLIANCE		\$14.00 EA
NEW OR REPAIR OF GAS SYSTEM		\$86.00 EA SYS
ADDITIONAL GAS OUTLET		\$28.00 EA
EVAPORATIVE COOLER		\$39.00 EA

## Application for Plumbing Permit

P -

UNIT FEE	NO. OF ITEMS	AMOUNT
EACH PLUMBING FIXTURE OR TRAP OR SET OF FIXTURES ON ONE TRAP		\$14.00 EA
SEWER CLEANOUT AND/OR BACKFLOW DEVICE		\$14.00 EA
DRAINAGE, SEWER SYSTEM		\$47.00 EA SYS
WATER HEATER/WATER SOFTENER		\$39.00 EA
ADDITIONAL GAS OUTLET		\$29.00 EA
NEW OR REPAIR OF GAS PIPING SYSTEM		\$86.00 EA SYS
RESIDENTIAL WATER REPINING		\$141.00 EA
WATER MAIN SYSTEM REPAIR OR REPLACEMENT		\$29.00 EA
RAINWATER SYSTEMS – PER DRAIN (INSIDE BUILDING)		\$14.00 EA
EACH GREASE INTERCEPTOR (750 GALLON CAPACITY)		\$96.00 EA
GREASE TRAP (1-4 FIXTURES)		\$54.00 EA
EJECTOR/SUMP PUMP		\$47.00 EA
SEPTIC SYSTEM ABATEMENT		\$141.00 EA
PRIVATE SWIMMING POOL (INCLUDING HEATER, WATER PIPING, OR GAS PIPING)		\$113.00 EA
PUBLIC SWIMMING POOL (INCLUDING HEATER, WATER PIPING, OR GAS PIPING)		\$170.00 EA
LAWN SPRINKLER SYSTEM ON ONE METER		\$47.00 EA SYS
VACUUM BREAKER/HOSE BIB		\$14.00 EA
RADIANT FLOOR HEATING SYSTEM		\$141.00 EA

## Other Fees for EACH Permit

NEW COMMERCIAL BUILDING:	SQ. FT. X	=
NEW RESIDENTIAL BUILDINGS:	SQ. FT. X	=

\*Note: The formula above will auto-calculate for you.



## TOWN OF LOS GATOS

### RESIDENTIAL ADDITION & REMODEL SUBMITTAL REQUIREMENTS

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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/Building/Register>. 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, Title-24, etc.) which should be separate uploads.

#### Minimum Submittal Requirements

##### 1. General

- ☐ If you went through the Planning Department process, **the Planning Department Approval Letter and Conditions of Approval must be permanently affixed (i.e., copied) onto the first sheet** (contact your project planner to obtain a copy).
- ☐ **A Compliance Memorandum shall be prepared and submitted with the building permit application detailing how the Conditions of Approval will be addressed. (Required with Conditions of Approval)**
- ☐ *Blueprint For A Clean Bay* sheet must be the second page of the wet/digital stamped sets (<https://www.losgatosca.gov/DocumentCenter/View/1166/BASMAA-plan-sheet?bidId=>).
- ☐ Wet/digital signature on all documents and each sheet of plans by design professional(s).
- ☐ Name, title, registration number, address, and telephone number of applicable design professional(s).
- ☐ Cover sheet information. List the 2022 California Building, Mechanical, Electrical, Plumbing, Fire, Energy, Green Building Standards, and Municipal Codes, construction type, occupancy class, sheet index, concise scope of work, breakdown of square footage (i.e. existing square footage, new square footage, remodeled square footage, porches, decks, lot size, FAR, average slope of lot, linear footage of new retaining wall(s)).
- ☐ **Grading Plans and Site Improvement Plans must be submitted under a separate package to the Engineering/Public Works Department.** Contact them at (408) 399-5771 for submittal requirements and fees.

##### 2. Architectural

- ☐ Plot Plan. Location of the existing building, the proposed addition, and all other structures on the lot. Show north arrow, all front, side and rear setback distances, and distances between buildings and easements.
- ☐ Site plan must show all existing and proposed utilities (water service, sewage disposal system, gas electric, telephone, cable, TV service lines and transformers).
- ☐ Site plan must show existing trees, including diameter, location, species, existing grade at base and driplines. Include a tree protection plan per [www.losgatosca.gov/documentcenter/view/15273](http://www.losgatosca.gov/documentcenter/view/15273)
- ☐ Floor Plan. Provide a floor plan that shows the existing as well as the proposed layout, and the use of each room.
- ☐ Elevations. Exterior elevations showing the existing as well as the proposed addition/alteration.
- ☐ Cross Sections. A minimum of two detailed cross sections are required.
- ☐ Details and Notes. Provide and include the applicable construction details and notes.
- ☐ Provide a construction management plan per [www.losgatosca.gov/documentcenter/view/17600](http://www.losgatosca.gov/documentcenter/view/17600)

3. **Structural**

- ☐ Foundation Plan
- ☐ Floor Framing Plan(s)
- ☐ Wall Framing Detail(s)
- ☐ Roof Framing Plan(s) including truss layouts & calculations.
- ☐ Cross Sections
- ☐ Braced wall or shear wall panel locations
- ☐ Details and Notes

4. **Electrical, Mechanical, and Plumbing**

- ☐ **Electrical.** Show the location of the electrical service, panels, switches, lights, and receptacles. Provide calculations to show the sizing of the electrical service for upgrades over 200 amps.
- ☐ **Mechanical.** Show the location of furnaces & air conditioners, bathroom exhaust fans, kitchen hoods, venting, etc.
- ☐ **Plumbing.** Show the proposed plumbing appliances and fixtures on the plans.

5. **Documentation**

- ☐ Structural Calculations. Provide wet/digital signed and stamped calculations. T-24 Energy Report. Provide wet/digital signed reports. **Note: The appropriate California Energy forms must be permanently affixed (i.e., copied) onto the plans.** The forms can be located at: [www.energy.ca.gov/title24](http://www.energy.ca.gov/title24)
- ☐ Soils Report. Provide wet/digital signed and stamped soils report.

6. **Planning Division Submittal Requirements**

- ☐ Highlighted Demolition Elevations. Highlight the location, square footage, lineal footage, and percentage of wall, remaining on existing elevations. Contact the Planning Department (354-6874) or your project planner for clarification.
- ☐ Demolition Affidavit. The project architect, engineer, contractor, and property owner are required to sign a demolition affidavit stating their understanding of the demolition policy. Contact the Planning Department or your project planner for clarification.

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

- ☐ Truss Calculations. Provide wet/digital signed and stamped calculations.
- ☐ Special Inspection form. Form is available online at <https://www.losgatosca.gov/DocumentCenter/View/233/Special-Inspection--Testing-Form?bidId=> . It must be **completely filled out and signed by all requested 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.
- ☐ HOA Letter. If you are in a homeowner's association, a letter from the HOA specifying the work that is approved for any exterior change is required.

**Please note:** Permits can only be issued to the property owner or a properly licensed contractor.

***I have read the above information, checked, and have submitted all the required information.***

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# DEMOLITION AFFIDAVIT

## Historic Structures (Located in an historic district, on an historic site, or constructed prior to 1941)

Demolition: The definition of demolition as set forth in Section 29.10.020 of the Zoning Regulations is attached.

### Demolition (historic structures) means:

- Removal of more than twenty-five (25) percent of the wall area facing a public street(s) and/or fifty (50) percent of all exterior wall area; or
- Enclosure or alteration of more than twenty-five (25) percent of the wall area facing a public street and/or fifty (50) percent of the exterior wall area so that they no longer function as exterior walls.

All remaining exterior walls must retain the existing exterior wall covering. No new exterior wall covering shall be permitted over the existing exterior wall covering. There are exemptions for replacement, repair, or removal. Please see Section 29.10.020 for exemptions.

- Exterior wall covering means the exterior finished surface of an exterior wall (i.e. stucco, siding, or shingles).

## NonHistoric Structures Demolition: The definition of demolition as set forth in Section 29.10.020 of the Zoning Regulations is attached.

### Demolition (nonhistoric structures) means:

- Removal of more than fifty (50) percent, as measured linearly, of all exterior walls.
- An exterior wall encompasses the total height and width of the studs/structural elements used in framing the side of the building.
- Measurement of existing exterior walls, for the purpose of demolition calculation, is a linear measurement of the perimeter of each floor of the building (the perimeter of the first floor plus the perimeter of the second floor).

There is an exemption for repair. Please see Section 29.10.020 for the exemption.

### Additional Information:

- Dry rot or any other damage does not exempt the project from any provision set forth by Section 29.10.09030. If you find dry rot and need to repair it, **STOP WORK** and contact the Planning Division at (408) 354-6872 to discuss the changes **BEFORE YOU PROCEED**.
- If you encounter an unanticipated situation that changes the scope of work, **STOP WORK** and contact the Planning Division at (408) 354-6872 to discuss the changes **BEFORE YOU PROCEED**.
- The installation of new doors or windows within existing door and window openings does not count as demolition.
- Existing exterior wall framing may not be removed from the existing wall plane, stored elsewhere, and/or replaced.
- Existing exterior wall framing must remain within the existing wall plane.
- The height of the existing wall framing may be increased to accommodate a taller plate height if kept within the existing wall plane.
- The existing top and bottom plate of the wall framing shall remain, and portions may not be removed. If cut, this section of wall framing will be counted as removed.
- Existing exterior wall framing may be lifted if kept within the existing wall plane to be attached to a new foundation or below-grade square footage.

**I have read and understand all the information on this page:**

\_\_\_\_\_  
**Property Owner (Sign & Date)**

\_\_\_\_\_  
**Architect of Record (Sig & Date)**

\_\_\_\_\_  
**Engineer of Record (Sign & Date)**

\_\_\_\_\_  
**Contractor of Record (Sign & Date)**

# DEMOLITION AFFIDAVIT (continued)

Read this entire page, initial by your title, sign, and date at the bottom.

\_\_\_\_\_ **Property Owner:** I certify that I have reviewed the proposed plans and understand all the implications of the proposed scope of work as it pertains to the demolition affidavit. I understand that an unlawful demolition will result in a stop work order, fee penalties, and additional review (as a new structure) as prescribed by the Town. Furthermore, I am ultimately responsible for all persons working on this project.

\_\_\_\_\_ **Architect of Record:** I certify that I have reviewed the project demolition plan/colorized elevations and verify that it is accurate, does not propose a demolition as defined by the Town, and that the structural plans do not conflict with the demolition plans. I understand that an unlawful demolition will result in a stop work order, fee penalties, and additional review (as a new structure) as prescribed by the Town. This certification does not apply to work of any other consultant or contractor that is inconsistent with the plan that I have prepared or otherwise approved for this project.

\_\_\_\_\_ **Engineer of Record:** I certify that I have reviewed the project demolition plan/colorized elevations, and the structural plans do not conflict with the demolition plans. I understand that an unlawful demolition will result in a stop work order, fee penalties, and additional review (as a new structure) as prescribed by the Town. This certification does not apply to work of any other consultant or contractor that is inconsistent with the plan that I have prepared or otherwise approved for this project.

\_\_\_\_\_ **Contractor of Record:** I certify that I have reviewed the proposed plans and understand all the implications of the proposed scope of work as it pertains to the demolition affidavit. I certify that I have reviewed the project demolition plan/colorized elevations, and the structural plans do not conflict with the demolition plans. I understand that an unlawful demolition will result in a stop work order, fee penalties, and additional review (as a new structure) as prescribed by the Town.

I, Engineer of Record, Architect of Record, Property Owner, and Contractor of Record, hereby certify that I have read and fully understand Section 29.10.020 of the Town Code (attached) concerning the definition of an historic structure and the definition of a demolition and that I have read and fully understand Section 29.10.09030 (f) through (l) of the Town Code (attached) concerning penalties associated with unlawful demolition. I understand that if an unlawful demolition occurs, this application and permit will be subject to an additional development review process including a public hearing for which new requirements may be imposed and any existing nonconforming conditions will need to be addressed. New requirements may include undergrounding of electrical service, sidewalk improvements, and right-of-way dedication.

This property ☐ is ☐ is not historic.

PROJECT ADDRESS	Building Permit Number
Engineer of Record (sign, print, and date)	Property Owner (sign, print, and date)
Architect of Record (sign, print, and date)	Contractor of Record (sign, print, and date)

## **Excerpts from Los Gatos Town Code**

### **Chapter 29**

#### **Section 29.10.020**

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##### **Demolition (historic structures) means:**

- (1) Removal of more than twenty-five (25) percent of the wall(s) facing a public street(s) (or a street facing elevation if the parcel is a corridor lot or is landlocked) or fifty (50) percent of all exterior walls; or
- (2) Enclosure or alteration (i.e.: new window and/or window relocation) of more than twenty-five percent of the walls facing a public street (or a street facing elevation if the parcel is a corridor lot or is landlocked) or fifty (50) percent of the exterior walls so that they no longer function as exterior walls; or

All remaining exterior walls must retain the existing exterior wall covering. No new exterior wall covering shall be permitted over the existing exterior wall covering. The following are exempt from this definition:

- a. Replacement. The exterior wall covering may be removed if the covering is not original to the structure.
- b. Repair. The removal and replacement of in kind non-repairable exterior wall covering resulting in no change to its exterior appearance or historic character if approved by the deciding body.
- c. Removal. The removal of an addition(s) that is not part of the original structure and which has no historic significance, as determined by the Historic Preservation Committee. Demolition shall be determined by subsections (1) and (2) above for the original structure, where walls enclosed by additions shall be considered as exterior walls.

**Demolition (non historic structures)** means removal of more than fifty (50) percent of the exterior walls. The following is exempt from this definition:

- a. Repair. The removal and replacement of in kind non-repairable wall resulting in no change to its exterior appearance or character if approved by the Community Development Director.

## **Excerpts from Los Gatos Town Code**

### **Chapter 29**

#### **Section 29.10.09030**

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##### **Sec. 29.10.09030. Demolitions.**

(a) Scope. Applications for demolition permits (Uniform Building Code, section 301(a), or any successor section) filed with the Building Department shall be submitted to the Planning Director for approval unless such permit is required as part of a code enforcement action by the Building Official, Council, or other authorized agency.

(b) Approval of permits. The Planning Director may approve the demolition permit application if:

- (1) It is accompanied by a building permit for a replacement structure which meets all town regulations and has received all required approvals, or

(2) It is for demolition of an accessory building or structure.

(c) Demolition of historic structures. A demolition permit for a historic structure may only be approved if:

(1) The structure poses an imminent safety hazard; or

(2) The structure is determined not to have any special historical, architectural or aesthetic interest or value.

Any request to demolish an historic structure shall be reviewed by the Historic Preservation Committee. All applications to demolish an historic structure which has been identified as a contributor to an existing historic district, a potential historic district, or is eligible for local designation shall be accompanied by a detailed report describing all aspects of the structure's physical condition and shall incorporate pertinent information from the Town's Historic Resources Inventory describing the structure's historical and architectural characteristics. This report shall be prepared by a qualified person knowledgeable in historic preservation under contract with the Town at the applicant's expense. Applications for all other historic structures proposed for demolition shall be accompanied by a detailed report describing all aspects of the structure's physical condition prepared by an architect, licensed design professional or registered civil engineer at the applicant's expense.

(d) Architecture and site approval required. Issuance of a demolition permit requires architecture and site approval if:

(1) The conditions of subsection (b)(1) are not met, or

(2) An application is for demolition of an accessory building or structure and the Planning Director determines for any reason that the accessory building or structure ought not to be demolished.

(e) Findings. In architecture and site approval proceedings, the deciding body shall consider:

(1) Maintaining the Town's housing stock.

(2) Preservation of historically or architecturally significant buildings or structures.

(3) Property owner's desire or capacity to maintain the structure.

(4) Economic utility of the building or structure.

(f) Verification that work will not result in a demolition: Prior to issuance of a building permit and/or zoning approval for an addition where the work will result in the removal of over forty (40) percent of the exterior walls, the developer shall submit written verification from a registered structural engineer, certifying that the exterior walls shown to remain are structurally sound and will not be required to be removed for the addition. Prior to issuance of a building permit, the property owner and contractor shall sign an affidavit to the town that they are aware of the town's definition of a demolition and the penalties associated with an unlawful demolition.

(g) Penalties for unlawful demolition: A property owner who has unlawfully demolished a structure shall:



(1) File the required Planning and Building Department applications and pay the required fees as established by resolution for new applications and for work unlawfully completed.

(2) Be subject to the greater of the following penalties set by the Planning Director as an administration order:

a. If the structure has a Landmark Historic Preservation designation a fine equaling fifteen (15) percent of the building permit valuation at the time of demolition, as determined by the Planning Director; or

b. If the structure was an historic residence and does not have a Landmark Historic Preservation overlay zone, the fine shall be equal to ten (10) percent of the building permit valuation at the time of demolition, as determined by the Planning Director.

If no building permit was issued, the fine shall be assessed on the building permit filed for the replacement structure.

(3) In all cases, no changes to the previously approved plans may be made except as determined by the Planning Director to meet current zoning and building code requirements. No building permits for new construction at this site shall be approved until the required applications have been filed and approved and the required penalty fee has been paid.

(h) Collection of penalty fees. The Town may collect the assessed penalty fees by use of all legal means including the recordation of a lien.

(1) Whenever the amount on the penalty fee pursuant to this chapter has not been satisfied in full within ninety (90) days and/or has not been successfully challenged by a timely writ of mandate, this obligation may constitute a lien against the real property on which the violation has occurred.

(2) The lien provided herein shall have no force and effect until recorded with the county recorder. Once recorded, the administration order shall have the force and effect and priority of a judgment lien governed by the provisions of sections 697.340 of the Code of Civil Procedure and may be extended as provided in sections 683.110 to 683.220, inclusive, of the Code of Civil Procedure.

(3) Interest shall accrue on the principal amount of the judgment remaining unsatisfied pursuant to law.

(4) Prior to recording any such lien, the Planning Director shall prepare and file with the Town Clerk a report stating the amounts due and owing.

(5) The Town Clerk shall fix a time, date and place for hearing such report and any protests or objections thereto by Town Council.

(6) The Planning Director shall cause written notice to be served on the property owner not less than ten (10) days prior to the time set for the hearing.

a. Demolition for Corrective Maintenance. If during the construction process for an approved construction the developer has determined that the structure is in a deteriorated condition that cannot be repaired, an architecture and site application can be filed requesting a demolition without a penalty provided the following conditions have been met:

1. Construction work has ceased, and
2. The work completed prior to filing the application does not classify as a demolition, and
3. Documentation has been provided to justify the necessity of the demolition, and

4. No changes to the previously approved plans will be made except as determined by the Planning Director to meet current zoning and building code requirements. If a planning filing fee was paid for the original addition, this fee shall be credited to the architecture and site application fee. If the Development Review Committee determines that the application cannot be approved, the applicant shall pay the credited fee for the architecture and site application if the application is appealed to the Planning Commission.

(j) **Salvage of Building Materials.** When demolition of a structure is allowed, the town shall provide the developer of the structure to be demolished with information about the salvaging of building materials. At least ten (10) days prior to the date when the demolition is scheduled to commence, the developer shall provide the Planning Director with written notice, and an advertisement published in a newspaper of general circulation, of the availability of materials for salvage, including the name and telephone number of a contact person. Upon request, the Planning Director may make this information available to persons who may be interested in contacting the owner(s) to arrange for possible salvage of building materials. No salvaging of materials shall occur until a demolition permit has been approved by the Building Department.

(Ord. No. 1316, §§ 3.65.010--3.65.040, 6-7-76; Ord. No. 1375, 11-21-77; Ord. No. 1789, § V, 5-15-89; Ord. No. 1887, § I, 2-3-92; Ord. No. 2083, § I, 5-7-01; Ord. No. 2285, § I, 6-18-19; Ord. No. 2295, § I, 11-19-19)



**TOWN OF LOS GATOS**

**CONSTRUCTION WASTE MANAGEMENT PLAN (CWMP) – CW 1**

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Project Location: \_\_\_\_\_  
Building Permit No: \_\_\_\_\_  
Contractor's Name: \_\_\_\_\_  
Owner's Name: \_\_\_\_\_

Project Name: \_\_\_\_\_  
Project Sq. Feet: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Phone: \_\_\_\_\_

This construction waste management plan is hereby submitted to comply with Section 4.408.2 of the 2022 California Green Building Standards Code. The purpose of this plan is to identify and outline the methods to be used as the minimum requirements for a construction waste management plan when the local jurisdiction does not have a construction and demolition waste management ordinance per Section 4.408.2.

1. The method of waste tracking to be used on this project will be:

(Check one box)

☐ **Volume**    ☐ **Weight**    ☐ **3.4 Lbs. per Sq. Ft.**    ☐ **Recycling Facility**

2. Construction waste generated on this project for transport to a recycling facility will be:

(Check appropriate box)

☐ **Sorted on-site (Source-separated)**    ☐ **Bulk mixed (Single stream)**

3. The facility (or facilities) where the construction waste material will be taken is:

Name of facility: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

(attach separate sheet for additional facilities)

4. The following construction methods will be used to reduce the amount of waste generated:  
(check all that apply)

- ☐ Efficient design (dimensions of building components are designed to available material sizes or standard sizes).
- ☐ Careful and accurate material ordering.
- ☐ Careful material handling and storage.
- ☐ Panelized or prefabricated construction.
- ☐ Other \_\_\_\_\_

5. Waste reduction and recycling strategies shall be discussed at periodic project meetings. Each new *(Contractor)* [\_\_\_\_\_] \* that comes onto the site shall be provided with a copy of the CWMP, which shall also be posted in the project office. The *(Project Manager)* [\_\_\_\_\_] \* shall also instruct all *(Subcontractors)* [\_\_\_\_\_] \* as to the location and proper use of debris boxes for disposal of construction waste materials.

**\*Insert title of appropriate party or responsible person**

6. Every effort shall be made to use recycling and/or reusing (diversion) measures to reduce the amount of construction waste and other materials sent to landfills. Whenever possible, site-sorted debris boxes shall be used to segregate construction waste materials to maximize the diversion rate.
7. The *(Contractor)* [\_\_\_\_\_] \* shall provide debris boxes for materials sorted on-site (source separated) and/or bulk mixed (single stream) waste for all construction related waste generated on this project. Mixed construction waste shall be taken to a recycling facility that has a diversion rate of at least 50 percent.
8. In the event that a *(Subcontractor)* [\_\_\_\_\_] \* provides their own debris box, they shall be responsible for providing the *(Contractor)* [\_\_\_\_\_] \* with a monthly report of the total Recycled and Reused (Diverted) and the total Non-Recycled (Disposed) materials to be included in the project's overall waste management/waste reduction program.
9. Identified below are the construction waste materials that will be reused and/or recycled during the course of this project and how they will be diverted:

Material	Diversion Method: (Recycle/Reuse)

10. The *(Waste Hauler)* [\_\_\_\_\_] \* shall track the total amount of construction waste leaving the project by weight or by volume and supply the *(Contractor)* [\_\_\_\_\_] \* with copies of tickets or detailed receipts from all loads of construction waste removed from the jobsite.
11. The *(Contractor)* [\_\_\_\_\_] \* shall monitor the process of waste management, recycling, and reuse of construction waste materials to ensure compliance with the CWMP during the course of the project.
12. The *(Contractor)* [\_\_\_\_\_] \* shall ensure that all supporting documentation which demonstrates compliance with the waste management plan is provided to the local enforcement agency upon completion of the project.

**\*Insert title of appropriate party or responsible person**

Town of Los Gatos  
Construction Waste Management Plan (CWMP) – CW 1

<b>Construction Waste Management Plan (CWMP) Acknowledgment – CW 7</b>	
Project Name:	
Project Location:	
Project Manager:	
Waste Hauler:	
Facility:	

The project foreman for each subcontractor and their suppliers that will be performing any work on this site will receive and read a copy of the Construction Waste Management Plan.

By signing below, I acknowledge that I have read the Construction Waste Management Plan for this project and agree to my responsibilities to follow the procedures in this plan.			
<b>Date</b>	<b>Company</b>	<b>Foreman Name</b>	<b>Signature</b>

N:\DEV\FORMS\Building\2025-26 Forms\ConstructionWasteManagementPlan

Rev 06/2025