

**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>*STREET ADDRESS</b>		<b>*CITY, STATE, ZIP</b>	
APPLICANT NAME		PHONE	
STREET ADDRESS		CITY, STATE, ZIP	
TENANT CONTACT NAME		PHONE	
<b>**BUSINESS NAME</b>		CONTACT FAX	
BUSINESS ADDRESS, CITY, STATE, ZIP			
<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>		PHONE	LICENSE TYPE
<b>*STATE LICENSE #</b>		<b>STATE LICENSE EXPIRES</b>	TOWN BUSINESS LICENSE #
<b>*DESCRIPTION OF WORK</b>			
<b>*CONSTRUCTION VALUATION (Per Structure):</b>			
<b>*AREA OF REMODEL SPACE:</b> S.F.		<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>	HISTORIC DISTRICT OR PRE-1941? <input type="checkbox"/> Y <input type="checkbox"/> N
FIRE SPRINKLERS: <input type="checkbox"/> Y <input type="checkbox"/> N		FIRE HAZARD AREA: <input type="checkbox"/> Y <input type="checkbox"/> N	**HAZARDOUS MATERIALS? <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**

TEAR-OFF: <input type="checkbox"/> SHAKE <input type="checkbox"/> COMP <input type="checkbox"/> WOOD SHINGLES <input type="checkbox"/> TILE <input type="checkbox"/> B.U.R.	# of SQUARES PER STRUCTURE /	COOL ROOF <input type="checkbox"/> Y <input type="checkbox"/> N
NEW: <input type="checkbox"/> SHAKE <input type="checkbox"/> COMP <input type="checkbox"/> WOOD SHINGLES <input type="checkbox"/> TILE <input type="checkbox"/> B.U.R.		ICC ES/ESR #
<b>CONSTRUCTION VALUATION (PER STRUCTURE):</b> /		CLASS <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>		\$7.45 EA
COOK TOP, OVEN, RANGE, DISPOSALS, CLOTHES DRYER, ENERGY STORAGE SYSTEM OR OTHER MOTOR OPERATED APPLIANCE NOT EXCEEDING ONE HORSEPOWER		
<b>NONRESIDENTIAL APPLIANCES/NEW CIRCUITS:</b>		\$9.58 EA
MEDICAL & DENTAL DEVICES, FOOD & BEVERAGE CABINETS, LAUNDRY MACHINES, DRINKING FOUNTAINS OR OTHER SIMILAR EQUIPMENT. NOTE: SEE BELOW FOR OTHER EQUIPMENT		
<b>POWER APPARATUS:</b>		\$20.00 EA
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
TEMP POWER POLE		\$96.00 EA
TEMP DISTRIBUTION & LIGHTING		\$47.00 EA
PRIVATE SWIMMING POOL		\$78.00 EA
PUBLIC SWIMMING POOL		\$141.00 EA
SPAS OR SAUNAS		\$47.00 EA
ILLUMINATED SIGNS		\$123.00 EA
SOLAR SYSTEM OR PHOTOVOLTAIC SYSTEM		\$90.00 EA

**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

**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

**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.

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.



## TOWN OF LOS GATOS

### NEW RESIDENTIAL 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/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**

- Planning Department Conditions of Approval and accompanying letter 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 (i.e. a line by line list stating how the conditions will be met and/or that you understand the condition).**
- Blueprint For A Clean Bay sheet must be the second page (available at <https://www.losgatosca.gov/DocumentCenter/View/1166/BASMAA-plan-sheet?bidId=> ).**
- Wet/Digital signature on all documents by design professional(s).**
- Name, title, registration number, address, and telephone number of applicable design professional(s).**
- Cover sheet information: List the 2022 California Green Building Standards Code (only Mandatory Measurers apply, see Chapter 4 for more detail), 2022 California Building, Mechanical, Electrical, Plumbing, Fire Codes, and 2022 California Energy Code; construction type, occupancy class, scope of work, sheet index, lot size, FAR, average slope of lot, square footage of structures by floor, deck and porch square footage, square footage of demolished structures, linear footage of retaining wall(s), etc.**
- If a Grading Permit is required:** Grading Plans and Site Improvement Plans must be submitted under a separate package directly to the Engineering/Public Works Department at 41 Miles Ave. Contact them at (408) 399-5771 for submittal requirements and fees. Otherwise, include these plans in your submittal.

##### **2. Architectural**

- Plot/Site Plan. Location of the proposed building and all other structures (i.e., retaining walls, detached garage) 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 shall show all existing trees, including diameter, location, species, existing grade as base and driplines. Need tree protection plan:** <https://www.losgatosca.gov/DocumentCenter/View/18923/Arborist-report-checklist>
- Floor Plan. Provide a dimensioned floor plan that indicates the use of each room.**
- Elevations. Exterior elevations showing the proposed work.**
- Cross Sections. A minimum of two detailed cross sections are required.**
- Details and Notes. Provide and include the applicable construction details and notes.**

- Provide 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 for services over 200 amps showing the size of the electrical service.
- Mechanical.** Show the location of furnace, air conditioner, bathroom exhaust fans, kitchen hoods, venting, etc.
- Plumbing.** Show the proposed locations of water, sewer or septic lines, plumbing appliances and fixtures on the plans.

**5. Documentation**

- Soils Report. Provide wet signed and stamped soils reports.
- Structural Calculations. Provide wet signed and stamped calculations.
- T-24 Energy Report. Provide wet signed reports. **Note: The appropriate California Energy forms must be included on the plans document.** The forms can be located at: [www.energy.ca.gov/title24](http://www.energy.ca.gov/title24)

**6. Other documentation that may be necessary, but not required to submit**

- Truss Calculations. Provide wet signed and stamped calculations with Letter from the Architect/Engineer of Record the Truss Calcs have been review and they are in conformance with plans and Structural Calculations.
- Special Inspection form. Form is available online or at the Building Service Counter. It must be **completely filled out and signed by person/agency that will be performing the inspection 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 50 ft. 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 California 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:** \_\_\_\_\_