



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>. 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, 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 2019 California Green Building Standards Code (only Mandatory Measurers apply, see Chapter 4 for more detail), 2019 California Building, Mechanical, Electrical, Plumbing, Fire Codes, and 2019 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: www.losgatosca.gov/documentcenter/view/15273
- 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

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. See attached Reach Codes 2/20/2020 and must be reflected on plans.
- 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 blue-lined on the plans.** The forms can be located at: 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: _____

REACH CODES EFFECTIVE 2/20/2020

iii All electric construction. All single-family residential and low-rise multifamily buildings as defined in Section 100.1 of this code and ADUs (Accessory Dwelling Unit) as defined in Town of Los Gatos Municipal Code Sec. 29.10.310 shall use electricity as the source of energy for its space heating, water heating (including pools and spas), cooking appliances, clothes drying appliances, and other features for both interior and exterior applications.

iv Stationary Energy Storage pre-wire. All single-family residential and low-rise multifamily buildings as defined in Section 100.1 of this code and ADUs (Accessory Dwelling Unit) as defined in Town of Los Gatos Municipal Code Sec. 29.10.310 shall be prewired for the installation of battery storage. The prewiring shall be in accordance with California Building, Residential, and Electrical Codes and be adequately sized by a licensed professional to accommodate the back-up loads installed in the critical load panel with a minimum of 5 kwh.

4.106.4 Electric vehicle (EV) charging for new construction. New construction shall comply with Section 4.106.4.1, 4.106.4.2, or 4.106.4.3, to facilitate future installation and use of EV chargers. Electric vehicle supply equipment (EVSE) shall be installed in accordance with California Electrical Code, Article 625.

Exceptions:

1. On a case-by-case basis, where the local enforcing agency has determined EV charging and infrastructure are not feasible based upon on or more of the following conditions:
 - 1.1. Where there is no commercial power supply.
 - 1.2. Where there is evidence substantiating that meeting the requirements will alter the local utility infrastructure design requirements on the utility side of the meter so as to increase utility side cost to the homeowner or the developer by or than \$400 per dwelling unit.
2. Exception deleted.

4.106.4.1 is amended as follows:

4.106.4.1 New one- and two-family dwellings, ADUs, and townhouses with private garages. For each dwelling unit two wired National Electrical Manufacturers Association (NEMA) outlets, each supplied by a separate 40-ampere minimum dedicated branch circuit, shall be installed specifically for supplying electrical power to an Electric Vehicle Charger. One outlet shall be installed inside the garage and the other outlet shall be installed outside the garage.