



TOWN OF PORTOLA VALLEY CHECKLIST FOR BUILDING DEPARTMENT PERMIT APPLICATIONS

Date: _____ Permit # _____ Job Address: _____

Owner/Applicant: _____ Phone: _____
(if above is other than owner, authorization letter required)

SUBMITTAL REQUIREMENTS	OK	NA	COMMENTS
Required number of legible, reproducible sets of plans: Blueprints or machine copies only (no pencil marks or pasting on) Scale: 1/8" or 1/4" Min. Size 11" X 17" Max Size: (22" X 34" CAD) or 24" X 36"			
3 sets of plans signed/stamped by Architect/Designer and (if structural details included) by Engineer			
Plan sets to include:			
Complete, accurate site plan 1" = 20' or 40'			
Grading, drainage plan 1" = 20' or 40'			
Foundation plan with details 1/8" = 1' 0" min			
Floor plan (including floor level; room names/numbers and dimensions; size of doors, windows; location of furnace and water heater; attic under floor access; bedroom(s) emergency egress.) 1/4" = 1' 0" min			
Electrical plan (indicating location and type of switches; outlets; fixtures; smoke detectors and panels; location and size of main service panel and ground size.)			
Exterior elevations 1/8" = 1' 0" min			
Framing plan and details 1/4" = 1' 0" min			
Roof plan, details and materials 1/4" = 1' 0" min			
Additional information required:			
2 copies of Title 24 energy calculations signed by author and designer or owner			
2 copies of soils or geo-technical report			
PLEASE COMPLETE OTHER SIDE			



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2 copies of appropriate listing (ICBO, UL, IAMPO, or AGA) for any new spa-type appliances, skylights, fireplace or wood-burning stove or gas-fired ranges			
2 copies of roof truss calculations			
2 copies of construction details			
Other: _____			

I understand that any missing or incomplete items will delay the review and issuance of this application.

Signature: _____

NUMBER OF PLANS/DOCUMENTS REQUIRED FOR SUBMITTALS:

	Additions less than 400 sq. ft. and remodels	Over 400 sq. ft.	New Residence	Swimming Pools
Architectural and Structural Plans (all sheets wet signed)	3	5	5	4
Wet signed copies of Structural Calculations	2	3	3	3
Wet signed Title 24 Energy Calculations	2	2	2	-
Soils Reports (if addition over 500 sq. ft. or 2 nd story)	-	2	2	2
Copies of soils report Plan Review Letter acknowledging in cooperation of the recommendations into structural plans (if over 500 sq. ft. addition or pool)	-	2	2	2
Letter from Home Owner Association (if applicable)	1	1	1	1
Building Permit Fees	Yes	Yes	Yes	Yes
ASCC approval	-	Yes	Yes	-
Check for \$220 to County of San Mateo if on septic	Yes - Show all Drain Fields on Site Plan -			
Receipt from Sequoia High School District (if addition over 500 sq. ft.) for School Impact Fees due prior to permit issuance	-	Yes	Yes	-

**INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED.
FEES MUST BE PAID AT THE TIME OF APPLICATION SUBMITTAL.
THE BUILDING COUNTER IS OPEN FOR APPLICATIONS M-F FROM 8:30AM TO 1:00PM AND 3:00PM TO 4:00PM.**