



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"			
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			
Calculation demonstrating what percentage of floor area and exterior wall plane surface are affected by the project			
ASCC Conditions of Approval must be addressed and incorporated into plans			
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			
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: _____			
PLEASE COMPLETE OTHER SIDE			



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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	6	7	5
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
R327 (WUI) Checklist	1	1	1	0
Indoor Water Conservation Checklist	1	1	1	0
Build It Green Checklist	1 (self-certification okay)	Incorporate in plan sheets – self-certification	Incorporate in plan sheets – must be certified	N/A
Letter from Home Owner Association (if applicable)	1	1	1	1
Building Permit Fees	Yes	Yes	Yes	Yes
ASCC approval (Conditions of Approval must be addressed and incorporated into plans)	-	Yes Incorporate in plan sheets	Yes Incorporate in plan sheets	-
Check for \$991 to County of San Mateo if on septic	Yes - Show Septic Tank all Drain Fields on Site Plan -			
Receipt from Sequoia High School District (if addition over 500 sq. ft.) for School Impact Fees 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 8:00AM TO 12:00PM AND 1:00PM TO 3:00PM.**