



CITY OF MONTE SERENO

18041 SARATOGA-LOS GATOS ROAD, MONTE SERENO, CA 95030
(408) 354-7635 • FAX (408) 395-7653 • WWW.CITYOFMONTESERENO.ORG

BUILDING PERMIT SUBMITTAL REQUIREMENTS

Plan check process is **approximately two (2) weeks** from date of submittal. When re-submitting with redlines, plan check process is **approximately one (1) week** from the date of re-submittal.

PLAN CHECK DEPOSIT FEES (shall be paid at the time of submittal and will be applied toward the final cost of your permit):

- \$4,000 - New Single Family Dwellings
- \$2,000 - Remodels/Additions
- \$500 - All Others

SUBMITTAL TO INCLUDE:

- Three (3) sets of plans (minimum 24" x 36"; maximum 30" x 42")
OR
- Four (4) sets of plans (minimum 24" x 36"; maximum 30" x 42") if adding 500 square feet or more
- Two (2) sets of wet-signed Structural Calculations (if necessary)
- Two (2) sets of Title 24 Calculations (if necessary & not already included in plans)
- Two (2) sets of Soils Reports (if necessary)

All sheets of plans and documents shall include the project address, the name and address of the owner, the name and address of the designer.

The licensed architect and/or engineer shall wet stamp and sign two (2) sets of the submitted plans, if a designer draws plans, they must be also signed.

All elevation references must be relative to the Monte Sereno City benchmark system. Please contact the City to determine the survey control monument nearest your project site.

School tax fees may be applicable and shall be paid to the applicable school district before any permits will be issued involving additional square footage.

All construction projects exceeding 500 square feet will provide the City with a completed "green" checklist prior to issuance of a building permit.

PLANS MUST INCLUDE ALL OF THE FOLLOWING DATA:

A. PLOT PLAN:

1. The minimum acceptable scale is $1/8" = 1'$
2. Show north arrow
3. Show the property lines and lot dimensions

4. Show all existing and proposed structures and distances between each, including accessory buildings, decks, pools, spas, and sheds
5. Clearly distinguish between what exists and what will remain; what exists and will be removed, and what is proposed as new
6. Show total lot area, allowed impervious coverage, proposed impervious coverage, allowed structural coverage, and proposed structural coverage (See Development Standards handout)
7. Show existing and proposed front, side, and rear setbacks
8. Show all easements including those for public utilities and storm drains
9. Show driveways and adjacent streets
10. Show the type and location of all major landscaping (trees, screening, and shrubs) to be retained and those to be removed.
11. Show any and all proposed landscape that is required as a condition of the Site Development Permit

B. FLOOR PLAN:

1. The minimum acceptable scale is $1/4'' = 1'$
2. Include plans for all existing and proposed structures
3. Clearly distinguish between what exists and what will remain; what exists and will be removed, and what is proposed as new
4. Show dimensions for existing and proposed rooms and indicate use
5. Show dimensions for all doors, windows, and cabinets
6. Locate electrical features, plumbing fixtures, and heating appliances, heat register, and cold air returns
7. Show skylights and their ICBO numbers

C. EXTERIOR ELEVATION DRAWINGS:

1. The minimum acceptable scale is $1/4'' = 1'$
2. Show the appearance of all exterior walls, roofs, doors, and windows and indicate the materials to be used
3. Clearly distinguish between what exists and what will remain; what exists and will be removed, and what is proposed as new
4. Show elevations relative to the Monte Sereno City benchmark at the existing grade, finished grade, finished floor, top plates for each floor and ridges. Please contact the City to determine the survey control monument nearest your project site

D. CROSS SECTION DRAWINGS:

1. The minimum acceptable scale is $1/4'' = 1'$
2. Show cross sections of all rooms where the ceiling exceeds 12'
3. Show foundation system, the wall system, and the roof system
4. Show the construction of structural members and their connections
5. Show at least two complete cross sections

E. FOUNDATION PLAN:

1. The minimum acceptable scale is $1/4'' = 1'$
2. Show under floor area to be excavated
3. Show foundation layout (foundation location, piers, beams, etc.)
4. Show under floor construction including floor framing size, spacing, reinforcing steel, and floor covering
5. Include calculations for any manufactured floor truss system
6. Show separate floor framing plans for all stories

F. ROOF PLAN:

1. The minimum acceptable scale is $1/4'' = 1'$

2. Show ridges, hips, valley skylights, and the size and spacing of structural members
3. Show location and framing details for any proposed skylights
4. Show roof pitch
5. Include wet signed calculations for any manufactured truss system at application

G. TITLE 24 CALCULATIONS:

1. Energy documents are required for all habitable additions
2. Show complete energy audit documentation for new single family residences or construction deviating from minimal mandatory measures

H. STRUCTURAL CALCULATIONS:

1. Calculations are necessary for all two-story structures, basements, and retaining walls over three (3) feet and any non-standard construction. Provide two (2) wet-signed copies

I. SOILS REPORTS:

1. Two (2) copies of a wet stamped and signed soils report **AND** One (1) digital copy on CD-Rom prepared by a licensed soil or geotechnical engineer
2. A letter from the licensed soil or geotechnical engineer indicating they have reviewed the foundation plan and it is designed in conformance to the soils report recommendations

J. GRADING AND DRAINAGE PLAN:

1. All elevation references must be relative to the Monte Sereno City benchmark system. Please contact the City to determine the survey control monument nearest your project site
2. Indicate proposed and existing grade
3. Elevation at street and neighboring property lines
4. Pad elevation
5. Finished floor elevation
6. Lot drainage plan (see General Site Improvement Requirements, which may require installation of curb and gutter)
7. Areas of cut and fill
8. Cross sections of the areas of cut and fill
9. Quantities of cut and fill

FIRE PREVENTION INSPECTION & DEVELOPMENTAL REVIEW INFORMATION

To schedule an inspection with the Fire Department, 24-hour advance notice is necessary. To do so, you may contact the Fire Department directly at (408) 378-4010.

Plan review and inspections relative to fire safety are processed by the Fire Prevention Division of Santa Clara County Fire Department. All plan submittals for automatic fire protection systems (sprinklers, alarm/detection, hood and duct, clean agent, hazardous materials regulated by the Fire Code, etc.) shall be submitted to the Fire Department by the City of Monte Sereno.

In order to expedite the Fire Department Plan Review Process please include the following developmental review conditions (if applicable) to your project:

Comment #1: Fire Sprinklers Required: An automatic residential fire sprinkler system shall be installed in one- and two-family dwellings as follows: In all new one- and two-family dwellings and in existing one- and two-family dwellings when additions are made that increase the building area to more than 3,600 square feet. **Exception:** A one-time addition to an existing building that does not total more than 1,000 square feet of building area. **NOTE:** The owner(s), occupant(s) and any contractor (s) or subcontractor(s) are responsible for consulting with the water purveyor of record in order to determine if any modification or upgrade of the existing water service is required. **NOTE:** Covered porches, patios, balconies, and attic spaces may require fire sprinkler coverage. For buildings 3601 to 6200 square feet the number of design sprinklers shall include all sprinklers within the most remote room or compartment up to a maximum of three (3) sprinklers. A State of California licensed (C-16) Fire Protection Contractor shall submit plans, calculations, a completed permit application and appropriate fees to this department for review and approval prior to beginning their work. CRC Sec. 313.2 as adopted and amended by MSMC.

Comment #2: Water Supply Requirements: Potable water supplies shall be protected from contamination caused by fire protection water supplies. It is the responsibility of the applicant and any contractors and subcontractors to contact the water purveyor supplying the site of such project, and to comply with the requirements of that purveyor. Such requirements shall be incorporated into the design of any water-based fire protection systems, and/ or fire suppression water supply systems or storage containers that may be physically connected in any manner to an appliance capable of causing contamination of the potable water supply of the purveyor of record. Final approval of the system(s) under consideration will not be granted by this office until compliance with the requirements of the water purveyor of record are documented by that purveyor as having been met by the applicant(s). 2010 CFC Sec. 903.3.5 and Health and Safety Code 13114.7.

Comment #3: Construction Site Fire Safety: All construction sites must comply with applicable provisions of the CFC Chapter 33 and our Standard Detail and Specification SI-7. Provide appropriate notations on subsequent plan submittals, as appropriate to the project. CFC Chp. 33.

Comment #4: Address identification. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall be a minimum of 4 inches (101.6 mm) high with a minimum stroke width of 0.5 inch (12.7 mm). Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. CFC Sec. 505.1