



## BUILDING PERMIT SUBMITTAL REQUIREMENTS

The initial building plan check process is approximately three weeks from the date of the initial submittal. Resubmittals are reviewed within approximately two weeks from the date of re-submittal.

### PLAN CHECK DEPOSIT

The following deposits shall be paid by credit card at the time of submittal. Deposit fees are not refundable but are credited toward the final permit fees.

| Project Scope  | Deposit Amount |
|--|----------------|
| Photovoltaic, Demolition, Seismic Anchorage, etc.  | \$150          |
| Generator, Bathroom Remodel, etc.  | \$500          |
| Remodel up to 300 square feet or<br>Addition up to 150 square feet   | \$1,000        |
| Remodel of 301 – 800 square feet or<br>Addition of 151 – 400 square feet   | \$2,000        |
| Remodel of 801 – 2,000 square feet, or<br>Addition of 401 – 1,000 square feet, or<br>ADU (new construction or addition)      | \$4,000        |
| Remodel of more than 2,001 square feet, or<br>Addition of 1,001 – 2,000 square feet, or<br>New House up to 2,000 square feet | \$6,000        |
| Additions of more than 2,001 square feet or<br>New House of 2,001 - 3,000 square feet  | \$8,000        |
| New House of more than 3,001 square feet   | \$10,000       |

### SUBMITTALS SHALL INCLUDE:

- Applications shall be submitted and deposit fees paid online at: <https://epermits.montesereno.org/>
- Online submittal shall include, but not limited to, the following as applicable:
  - a. Complete Building Permit Application  
(available at <https://www.montesereno.org/DocumentCenter/View/3855/Building-Permit-Application>)
  - b. Complete project plans,
  - c. Structural calculations,
  - d. Title 24 energy calculations,
  - e. Hydrology calculations,
  - f. Geotechnical (soils) report,
  - g. Conformance review letter from the geotechnical (soils) engineer, and
  - h. Completed C3 Data Form for Stormwater Regulations  
(available at [www.montesereno.org/2151/Engineering-Department](http://www.montesereno.org/2151/Engineering-Department))

**Note:**

1. All plan sheets and documents shall include the project address, the name and address of the owner, the name and address of the designer.
2. School impact fees, when applicable (typically, projects adding additional habitable square footage), shall be paid to the school district. A copy of the receipt shall be submitted along with the building permit application resubmittal. The city will send the project information to the appropriate school district(s) after the first plan review is completed.
3. When required (typically, any project that includes plumbing work), a permit from the West Valley Sanitation District shall be obtained and a copy included with the building permit submittal. For more information refer to: [www.westvalleysan.org/180/Working-on-your-building-or-property](http://www.westvalleysan.org/180/Working-on-your-building-or-property)

**PLANS SHALL INCLUDE THE FOLLOWING DATA:****A. PLOT PLAN:**

1. The minimum 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 scale is  $1/4'' = 1'$
2. Include plans for all existing and proposed structures
3. Provide a separate existing/demolition plan showing the existing conditions and what will be removed.
4. Provide a separate proposed floor plans showing the portions that are existing to remain and what is proposed.
5. Show dimensions for existing and proposed rooms and indicate use
6. Show dimensions for all doors, windows, and cabinets
7. Locate electrical features, plumbing fixtures, and heating appliances, heat register, and cold air returns
8. Show skylights and their ICC-ES numbers

**C. EXTERIOR ELEVATION DRAWINGS:**

1. The minimum 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 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 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 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
6. Show gutters and downspout locations

**G. TITLE 24 ENERGY CALCULATIONS:**

1. Provide complete Title 24 energy report on plan sheets as part of the plan set.

**H. STRUCTURAL CALCULATIONS:**

1. Calculations are necessary for all two-story structures, basements, and retaining walls over three feet and any non-conventional construction.

**I. GEOTECHNICAL (SOILS) REPORTS:**

1. A geotechnical (soils) report is required for all new structures (including new house, ADU, accessory buildings, etc.), additions to existing structures that have pier and grade beam foundations, and any hillside conditions.

**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), including downspout locations
7. Areas of cut and fill
8. Cross sections of the areas of cut and fill

9. Quantities of cut and fill

**K. FIRE PREVENTION REVIEW INFORMATION:**

1. The City of Monte Sereno will route the plans to the Santa Clara County (SCC) Fire Prevention Division for their review of fire code requirements. For SCC Fire Prevention Division requirements, see:  
<https://www.sccfd.org/fire-prevention/fire-prevention-overview/>