



COMMUNITY DEVELOPMENT DEPARTMENT • BUILDING INSPECTION DIVISION
500 Castro Street • Post Office Box 7540 • Mountain View, California 94039-7540
650-903-6313 • FAX 650-962-8501

ONE-STOP PROGRAM

The City of Mountain View's One-Stop program is designed to approve simple commercial interior plans over the counter.

- Applicants need to arrive 15 minutes prior to their scheduled appointments to complete their application process.
- Your assigned permit technician will verify that all items listed in the submittal requirements below are included in your submittal package.
- If you do not have all of the listed items you will be offered an opportunity to acquire the missing items and reschedule your appointment or submit your plans into our regular three (3) weeks plan check process, which may require additional plan sets.

SUBMITTAL REQUIREMENTS FOR THE ONE-STOP PROGRAM:

1. Planning review and approval is required before the project is submitted to the Building Division. Over the counter Planning consultation is available Monday through Friday or you can contact Planning by phone at (650) 903-6306.
2. Public Works review is NOT required for projects with an area under 15,000 square foot
3. The project must be:
 - a. B (primary office use) or M (mercantile-retail) occupancy
 - b. Less than 15,000 square feet in area
 - c. In a building that is currently or was previously occupied
4. Three (3) sets of plans.
Two copies must be wet-signed and signed by the architect or engineer preparing the plans.
5. **The scope of work shall not include:** exterior modifications, additional square footage or change of use, hazardous materials, lab areas with any amount of chemicals, assembly areas that are not accessory to the main occupancy or any use requiring Santa Clara County Health Department approval. Any project that includes locking hardware on elevator lobby doors, stairwell doors, exterior doors or proposed fire alarm activated unlocking systems; will not qualify for the Fast Track process and require a deferred Fire Alarm modification permit, in addition to the Building Permit. *Please Note: This is not an all-inclusive list, additional items may result in disqualification for the Fast Track process, and the final determination shall be made at time of submittal.*

6. A process description letter is required when the project includes an accessory use or process other than an office or retail type use.
7. **Installation of UPS systems less than 50 gallons** can be part of the ONE STOP process if the properly filled out paperwork is included with your submittal (see attached forms).
8. Title 24 State Energy documentation must be submitted as required by the California Building Code. Two sets of wet-signed documentation are required for each submittal.
9. Architect or Designer shall submit completed 20% Accessibility upgrade form if the project area is not 100% compliant with California Accessibility.
10. Minor structural modifications to the building or area of work may be allowed. Change out of existing HVAC units in the same location or addition of new small units with supporting structural documentation are permitted. *If required, two (2) sets of wet-signed structural calculations to be submitted.*
11. If a second plan check is required, please schedule another One-Stop appointment for the recheck process. **All original plans and documentation from the first appointment must be included with the resubmittal package.**

If you have questions regarding the applicability of the One-Stop program, please call the Building Division staff during regular phone hours: 8:00 A.M. – 5:00 P.M. at (650) 903-6313.