



SUBMITTAL REQUIREMENTS

Additions and Remodels - For - One-to-Two Family Dwellings

This document will outline the general plan check submittal requirements for the Building Division. Applicants are required to submit plans and applications directly to the Building Inspection Division. Plans will **not** be accepted by mail. The Building Division is located at 500 Castro Street in City Hall on the first floor in the Community Development Department.

Exterior modifications to buildings or change of use may require Planning review and approval prior to submittal to the Building Division. Please contact the Planning Division for specific requirements that might affect your project at (650) 903-6306.

Two (2) of the plan check sets need to be **wet-signed** by the designer/architect, contractor or homeowner. A minimum plan size of 18" X 24" is required for all submittals. All plans submitted must be legible because they will be microfiched as a permanent record after the project has been completed.

▪ **Plans submitted should include:**

- Cover Sheet
- Dimensioned Site Plan
- Architectural Plans
- Structural Plans
- Civil Plans
- Electrical Plans
- Mechanical Plans
- Plumbing Plans
- Landscaping Plans
- Accessibility Upgrades
- Blueprint for a Clean Bay
- Support Documentation

▪ **Architectural plans should include:**

- Existing Construction
- New Construction
- Floor Plans
- Existing Plans
- Details & Sections
- Elevations and Finishes
- Roof Plan
- Framing Details

▪ **Cover sheets should include:**

- Applicable Codes
- Construction Type(s)
- Designer/Architect Data
- Fire Sprinklers Status
- Occupancy Type(s)
- Project Address
- Owner/Tenant Data
- Scope of Work
- Zoning Designation
- 12" x 12" blank space, labeled "For Official City Use Only"

▪ **Site plan should include:**

- All Existing Buildings
- All Building Set-Backs
- All Building Square Footage
- Building Square Footage Calculations
- Lot Coverage Calculations
- North Arrow
- Lot Size
- Property Lines
- Street Orientation and Site Access

A non-refundable plan check fee, based on the valuation of the project is due at time of initial submittal.

Your project may be affected by the [Construction & Demolition Debris Diversion Ordinance](#), which is run by Public Works, please check their web site for detailed information. All new commercial square footage greater than 500 square feet will be subject to School Impact Fees.

Thank you for your cooperation,
Mountain View Building Inspection Division

ADDITIONS AND REMODELS – ONE-TO-TWO FAMILY DWELLINGS

Initial Plan Check: Three (3) Weeks

Resubmittal: Two (2) Weeks*

Plan Check Submittal Requirements:

1. Four or more (4+) complete sets of plans – *Two (2) of the four copies must be wet stamped & signed*
2. Four or more (4+) copies of your letter, responding to each of the listed conditions within the Findings Report (*if applicable*)
3. Two (2) copies of the completed Mountain View Green Building Code Submittal Sheet
4. Two (2) copies of project manual and specifications (*if applicable*)
5. Two (2) sets of structural calculations – *both wet stamped and signed*
6. Two (2) sets of energy calculations – *both wet stamped and signed*
7. Two (2) sets of soils reports (when required) – *both wet stamped & signed*

** Resubmitted timelines are presuming “Initial Plan Check” submittals are complete.*

FIRE SPRINKLER PERMIT

Initial Plan Check: One-Stop Permit

visit our website for details:

<http://www.mountainview.gov/depts/comdev/building/construction/plancheck/onestop.asp>

Resubmittal: One-Stop Permit

Plan Check Submittal Requirements:

1. Three (3) complete sets of working drawings
2. Three (3) complete sets of any support documentation

** As a separate submittal package, fire permit(s) shall be required for this project. Policy requires these permit(s) be submitted for plan check after the Building permit has been approved.*

If you have additional questions regarding fire permit(s) or submittal requirements, contact our office during regular business hours at (650) 903-6313.