

CONSTRUCTION PLANS	Existing and proposed, fully dimensioned site plan with a minimum scale of 1/8"=1' or 1:20 to include, at minimum: a. North arrow; b. Type and dimension of existing overhead utility lines and easements. Location and dimensions of existing and proposed utilities; c. Perimeter and roof outline and dimensions of existing and proposed building and/or structures; d. Property line and setback dimensions (including Corner Triangle); e. Existing tree species, trunk diameter (measured 4' above natural grade), and driplines; f. Proposed tree location, type, planting sizes, and height; g. Location and dimensions of all existing and proposed structures extending 50 feet beyond the property; h. Paved areas on site with dimensions; i. Label Existing (E), New (N) for Additions, and (D) for Demolitions, and hatch or shade each area to delineate; j. Clearly identify first and second story limits; k. Location and dimensions of parking spaces, back-up areas; l. Existing, new, and replaced landscape areas; m. Location of all natural features; n. Location of exterior light fixtures; and o. Location and dimension of existing street frontage and any proposed improvements (e.g. curb, gutter, sidewalk, driveway, street tree, etc.).	BL/PL/PW	■	■	■	■	■	■	■	■
	Demolition Plan in accordance with the Demolition Permit Application Packet	BL/PL	□	□	□	□	□	□	□	□
	Existing and Proposed Floor Plans.	BL	■	■	■	■	■	■	■	■
	Existing and Proposed Floor Area Diagrams.	BL	■	■	■	■	■	■	■	■
	Elevations (North, South, East and West). Note: If multiple buildings are proposed, elevation views of all sides of each structure are required.	BL	■	■	■	■	■	■	■	■
	Section Views (Longitudinal and Transverse). Note: If high volume spaces, tall attics, staircases and/or bay windows proposed, additional section views though these areas are required.	BL	■	■	■	■	■	■	■	■
	Electrical plans stamped and signed by licensed professional.	BL	■	■	■	■	■	■	■	■
	Plumbing Plans stamped and signed by licensed professional.	BL	■	■	■	■	■	■	■	■
	Mechanical Plans stamped and signed by licensed professional.	BL	■	■	■	■	■	■	■	■
	Gas and Plumbing Isometric Drawings.	BL	N/A	N/A	N/A	N/A	N/A	■	■	■
	Sign Plans (if applicable).	PL	N/A	N/A	N/A	N/A	N/A	□	N/A	□
	Grading and Drainage Plans, see checklist (if applicable).	BL/PW	□	□	N/A	□	□	□	□	□
	Street Improvement Plans, see checklist (if applicable).	PW	N/A	N/A	N/A	□	□	□	□	□
	Erosion and Sediment Control Plans (if applicable).	PW	□	□	□	□	□	□	□	□
	Lot/Boundary Survey and/or Horizontal Control Plan (Licensed Survey Policy).	BL/PL/PW	■	■	N/A	■	■	■	■	■
	Excavation and Shoring Plans.	BL/PW	■	■	N/A	■	■	■	■	■
	Foundation Plan with cross-referenced structural details.	BL	■	■	■	■	■	■	■	■
	Floor and Roof Framing Plans with cross-referenced structural details.	BL	■	■	■	■	■	■	■	■
	Color and Materials Board.	PL	■	■	□	■	■	■	■	■
	Photo-Simulations / Color Renderings.	PL	N/A	N/A	N/A	N/A	N/A	■	■	■
	Window alignment and privacy protection requirements for second stories or new second story windows.	PL	■	■	■	■	■	■	■	■
	Lighting Plan.	PL	□	□	□	■	□	■	■	■
	Tree Survey.	PL	■	□	□	■	□	■	■	■
	Planning Permit conditions of approval (if applicable) with annotations to indicate how they are being met or which sheet or document the requirement is met.	PL	□	□	□	□	□	□	□	□
	Contextual Plan.	PL	N/A	N/A	N/A	N/A	N/A	■	■	■
	Density Bonus program, identified waivers, incentives/concessions, parking reductions and justification statement (if applicable).	PL	N/A	N/A	N/A	N/A	N/A	□	□	□
	Photometric and Lighting Plan.	PL	N/A	N/A	N/A	N/A	N/A	■	■	■
Hillside Review/Single Family property with slopes greater than 20% or development on slopes greater than 20%: An application for any development of property in the RHS zoning district shall include: a. Site Plans that show topographical information at contour intervals not to exceed ten feet and a horizontal map scale of one inch = two hundred feet or larger and identify all areas with slopes thirty percent. b. Identify whether the property is on a prominent ridgeline or the structure is in the fifteen percent site line from a prominent ridge line.	PL	■	■	□	■	■	■	■	■	
Completed and Signed Construction Permit Application Form .	BL	■	■	■	■	■	■	■	■	
Structural Calculations stamped and signed by licensed professional.	BL	■	■	□	■	■	■	■	■	
Geotechnical Soils Investigation report stamped and signed by licensed professional.* Conformance Review Letter from the project geotechnical consultant for the structural and/or civil plans	BL/PW	□	□	□	■	■	■	■	■	
Title 24 Energy Certificate of Compliance forms incorporated into all plan sets. Depending on the scope of the project, Installation Certificates may be required prior to final sign-off for project.	BL	■	■	■	■	■	■	■	■	
CalGreen Checklist.	BL	■	■	□	■	■	■	■	■	
Manufacturer's Specifications.	BL	□	□	N/A	□	□	□	□	□	

SUPPORTING DOCUMENTS

	Owner-Builder Disclosure Form . (For property owners applying for their own building permit)	BL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hazardous Materials Questionnaire Form .	BL	N/A	N/A	N/A	N/A	N/A	N/A	N/A	<input type="checkbox"/>
	Consistency with Objective Standards.	PL	■	■	■	■	■	■	■	■
	HOA / ARB Approval Letter (if applicable).	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Environmental Site Assessment (Phase I and II) (if applicable).*	PL	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Arborist Report (if applicable).*	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fiscal Impact Analysis (if applicable).	PL	N/A	N/A	N/A	N/A	N/A	■	■	■
	Preliminary Trash Management Plan.	PL	N/A	N/A	N/A	N/A	N/A	■	■	■
	Affordable Housing Plan.	PL	N/A	N/A	N/A	N/A	N/A	■	■	■
	BMR Agreement (if applicable).	PL	N/A	N/A	N/A	N/A	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Public Art requirement (if applicable).	PL	N/A	N/A	N/A	N/A	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Incorporate the City of Cupertino Chapter 17.08: Environmental Protection Standard Requirements sheet into all plan sets.	PL	■	■	<input type="checkbox"/>	■	■	■	■	■
	Affidavit from a certified arborist/landscape architect . (Affidavit should have a copy of the privacy planting plan attached).	PL	■	■	N/A	■	■	■	■	■
	Landscape Water-Efficiency Checklist (click for Chapter 14.15: Landscape ordinance).	PL	■	■	■	■	■	■	■	■
	Fence Approval Form (click for Chapter 19.48: Fences).	PL	■	■	<input type="checkbox"/>	■	■	■	■	■
	Incorporate the City of Cupertino Best Management Practices (BMP) sheet into all plan sets.	BL/PW	■	■	■	■	■	■	■	■
	Grant Deed, Preliminary Title Report, and Authorized Signatory if property is owned by an LLC or corporate entity.	PW/PL	N/A	N/A	N/A	■	■	■	■	■
	Street Tree Request Form (if applicable).	PW	N/A	N/A	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Stormwater Management Plan (if applicable).	PW	N/A	N/A	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed and Signed Streamside Modification Permit (if applicable).	PW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed and Signed Revocable Encroachment Permit (if applicable).	PW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hydrology Calculations and/or Hydraulic Analysis (if applicable).	PW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Notarized Documents (Installation Agreement, Maintenance Agreement, Quitclaim Deed and Authorization for Underground Water Rights, Roadway Dedication or Grant of Easement) (if applicable).	PW	N/A	N/A	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REQ. CLEARANCES	Building Department 408-777-3228		■	■	■	■	■	■	■	■
	Planning Department 408-777-3308		■	■	■	■	■	■	■	■
	Public Works Department – New SFD, addition with 25% increase in floor area (includes garage), hillside construction, grading permits (earthwork/retaining wall), swimming pools (new/demo) 408-777-3354		■	■	N/A	■	■	■	■	■
	Public Works Department, Environmental Programs – Waste Trios, Trash Enclosure w/ roof, Inlet Protection. 408-777-3354		■	■	■	■	■	■	■	■
	Santa Clara County Fire Department 408-378-4010		■	■	N/A	■	<input type="checkbox"/>	■	■	■
	County Health Department 408-918-3400 (Apply to food establishment)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	■
	Cupertino Sanitary Sewer District 408-253-7071 (Applicable to only Cupertino Sanitary)		■	■	■	■	■	■	■	■
	Sunnyvale Sanitary Sewer District 408-730-7444 (Applicable to only Sunnyvale Sanitary)		■	■	N/A	■	■	■	■	■
MISC	If an existing residence is proposed to be demolished as part of the construction of a new residence, a Demolition Permit Application shall be applied for at the same time the construction permit application for the new residence is submitted.	BL								

* **Technical reports will require peer review to be completed at the expense of the property owner, by the City's contracted consultants.**