

**Intermediate Plan Check Requirements -
Residential Additions & Alterations**

Residential Intermediate Plan Check Criteria

This option is available for projects that exceed the limitations of *Residential Express* but are small enough to be reviewed within five working days.

- The plan review fees are 50% higher than regular review, and the first cycle review time is reduced by at least 50% from established targets of regular review.
- Plans will only be accepted for intermediate review when city staff is available to provide this service.
- The 50% fee surcharge will be refunded if we do not meet the agreed upon first cycle review target.
- Typically all single story remodels and additions qualify.
- Site work such as swimming pools (Pool Setback and Size Info, Pool Submittal requirements), retaining walls, and sound walls for single family, tracts, and multi-family projects qualify.
- Fire repair and dry rot repair to multi-family qualify.
- For more complicated projects such as two story additions the plans must be screened for complexity and completeness to weigh against current workloads of staff. They will be screened during the intake appointment.
- At the counter, the customer may inquire about the availability of *intermediate plan check*.

The following must be completed prior to your appointment:

- Building Permit form completed
- The Single Family House Permit Processing Form must be completed and approved by Permit Center counter staff prior to plan review.
- The minimum document submittal checklist must be completed.

Other Approvals and Clearances

After you have made an appointment, a SITUS review will be completed to determine if other Division or Departmental clearances are required. You will be notified by phone to obtain any required clearances.

- Planning approval is required prior to plan review. They can be reached at (408) 535-3555.
- A Public Works clearance is required prior to issuance of a permit. They can be reached at (408) 535-3555.
- A Demolition Diversion Deposit is required for projects with a valuation of \$2,000 or greater. For information please contact Environment Services Department at (408) 535-8566.

Plan submittals must clearly indicate the nature and scope of work. A typical plan submittal may include a site plan (plot plan), foundation plan, the existing floor plan, proposed floor plan, roof plan, sections, framing details and exterior elevations. For complete plan submittal requirements obtain a copy of the Building Division's [Suggested Document Submittal List for Single Family Additions/Alterations, Handout No. 2-7](#).

In order to facilitate recycling of plans please have plans prepared as recyclable black line prints.

If the project does not qualify for *Intermediate Plan Check* due to design complexity or other disqualifying conditions, the plans will be taken in for regular plan check.

Additional information can be obtained by visiting our website at www.sanjoseca.gov/building/ or by calling (408) 535-3555 and leaving a detailed message. In addition you may visit the Building Division in City Hall at 200 East Santa Clara Street.