



# Single-Family/Duplex Project Submittal Form

Planning, Building and Code Enforcement

Staff will assign PLAN CHECK #:

**This form is required for single-family and duplex projects to proceed through Building Division Plan Review. Page 2 of this form is the Project Scoping Worksheet.**

To be completed by the applicant:

A. PROPERTY AND APPLICANT INFORMATION		
PROJECT ADDRESS:		
ASSESSOR'S PARCEL #:	TRACT #:	LOT #:
APPLICANT NAME:		PHONE #:
PLAN REVIEW CONTACT NAME:		EMAIL:
PLAN REVIEW CONTACT FIRM:		PHONE #:
CONTACT IS <b>check one:</b> <input type="checkbox"/> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> DESIGNER <input type="checkbox"/> OTHER		
B. PROJECT INFORMATION		
PROJECT TYPE <b>check all that apply to the project:</b> <input type="checkbox"/> DEMOLITION <input type="checkbox"/> NEW HOME <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> ACCESSORY STRUCTURE		
<input type="checkbox"/> SUB-TRADE WORK <input type="checkbox"/> FIRE DAMAGE <input type="checkbox"/> TREE REMOVAL PERMIT <input type="checkbox"/> OTHER: _____		
BUILDING HEIGHT <i>in feet</i> Existing: _____ Proposed: _____	NUMBER OF STORIES: Existing: _____ Proposed: _____	
<b>PLAN AND DOCUMENT SUBMITTAL</b> I am submitting:		
# of sets of plans _____ # of sets of structural calculations _____ <input type="checkbox"/> SOILS REPORT <input type="checkbox"/> TITLE 24 DOCUMENTS <input type="checkbox"/> OTHER _____		
See the <a href="#">Single-Family/Duplex Plan Submittal Instructions</a> bulletin for detailed instructions on plan and document submittal.		

C. SINGLE-FAMILY HOUSE PERMIT ASSESSMENT <b>SINGLE-FAMILY HOMES ONLY</b>		
<p>Line C will auto-calculate if you use a computer to fill out this form.</p> <p>If "yes" to any of the questions in Part 2, your project requires a Single-Family House Permit. See the <a href="#">Single-Family House Permit</a> web page for the process to follow for securing this permit.</p>	PART 1 - FLOOR AREA RATIO (F.A.R.) CALCULATION	
	A. GROSS HOUSE SIZE (exclude garage, basement, accessory structures, and all covered areas > 50% enclosed):	sq ft
	B. LOT AREA:	sq ft
	C. CALCULATE FLOOR AREA RATIO (divide line A by line B):	F.A.R.
	PART 2 - PERMIT DETERMINATION QUESTIONS	
	1. Is the new house or house-with-addition greater than 30 feet in height?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	2. Is the new house or house-with-addition greater than 2 stories?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Is the floor area ratio (F.A.R.) of your house greater than .45?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
4. Is the house or site identified on the City Historic Resources Inventory?	<input type="checkbox"/> YES <input type="checkbox"/> NO	

D. DUPLEX PROJECT PLANNING REVIEW <b>DUPLEX HOMES ONLY</b>	
Duplexes require Planning Division review prior to submitting a Building Permit Application. Please enter <b>Site Development Permit Number</b> or <b>Permit Adjustment Number</b> here: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>	

**APPLICANT DECLARATION:** I certify that the foregoing information is true and correct to the best of my knowledge. I understand that a misrepresentation of any submitted data may invalidate an approval by the City of San José Building Division. I understand that any change to the proposed structure during the Plan Review process may change the determination that a Single Family House Permit is or is not required, or the type approval required for a Single Family House Permit.

● APPLICANT SIGNATURE PRINT NAME DATE

**STAFF REVIEW:** Based on the information provided above, a Single-Family House Permit:  is  is not required for this proposed project. If not required, then a Building Permit may be obtained without further approval by the Planning Division.

● CITY STAFF SIGNATURE PRINT NAME DATE

**PROJECT SCOPING WORKSHEET**

**INSTRUCTIONS:** Indicate the proposed area of work in square feet (sf). This form will auto-calculate totals when using a computer to complete the forms.

BRIEFLY DESCRIBE SCOPE OF WORK: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>HEATED LIVING SPACE</b>  For "TOTAL LIVING SPACE" include all rooms that are heated, including the basement if its heated.	DESCRIPTION	ADDITION TO EXISTING HOME	ALTERATION OF EXISTING HOME	NEW HOME	
	TOTAL LIVING SPACE	sf	sf	sf	
	KITCHEN	sf	sf		appliance installations - # _____
	BATHROOM	sf	sf		fixture installations - # _____
	OTHER:	sf	sf		fixture installations - # _____
	OTHER:	sf	sf		fixture installations - # _____
	<b>LINE A - SUBTOTAL:</b>	sf	sf	sf	

<b>UNHEATED SPACES</b>	DESCRIPTION	ADDITION TO EXISTING SPACE	ALTERATION OF EXISTING SPACE	NEW STRUCTURE	NOTES
	DETACHED GARAGE	sf	sf	sf	
	ATTACHED GARAGE	sf	sf	sf	
	BASEMENT	sf	sf	sf	
	SCREEN ROOM	sf	sf	sf	
	OTHER:	sf	sf	sf	
	<b>LINE B - SUBTOTAL:</b>	sf	sf	sf	

<b>OTHER STRUCTURES</b>	DESCRIPTION		NEW AREA	NOTES
	PATIO COVER		sf	
	DECK		sf	
	SWIMMING POOL		sf	
	RETAINING WALL		sf	
	FENCE		sf	
	OTHER:		sf	
	<b>LINE C - SUBTOTAL:</b>			sf

<b>OTHER CONSTRUCTION</b>	DESCRIPTION		NEW AREA	QUANTITIES / NOTES
	1.		sf	
	2.		sf	
	3.		sf	
	<b>LINE D - SUBTOTAL:</b>			sf

<b>OTHER ALTERATIONS</b>	DESCRIPTION			QUANTITIES / NOTES
	WINDOWS AND EXTERIOR DOORS			
	BAY WINDOWS			
	SKYLIGHTS WITH FRAMING MODIFICATION			
	SKYLIGHTS WITHOUT FRAMING MODIFICATION			
	OTHER:			

TOTAL SQUARE FOOTAGE		TOTAL ADDITIONS (A+B)	TOTAL ALTERATIONS (A+B)	TOTAL NEW CONST. (A+B+C+D)	
<b>TOTAL:</b>		sf	sf	sf	