

# Single-Family House Permit Information & Application

**New construction or additions proposed on single-family properties may need a “Single-Family House Permit” from the Planning Division *before* a building permit will be issued. If your project is not subject to a Single-Family House Permit, proceed with applying for a Building Permit.**

## When is a Single-Family House Permit required?

The Zoning Code requires that if any conditions below apply (you check “yes”), you must apply for a Single-Family House Permit:

### PERMIT DETERMINATION CHECKLIST

1. Is the proposed height of the new house or addition greater than 30 feet or 2 stories?  Yes  No
2. Is the floor area of the proposed project relative to the lot size greater than .45?  Yes  No  
*See page 2 for calculation instructions.*
3. Will construction be within 100 feet of a riparian corridor (creek) and the lot is 1/2 acre or larger?  Yes  No
4. Is the house or site listed on the City’s Historic Resources Inventory at [www.sanjoseca.gov/historicresourcesinventory?](http://www.sanjoseca.gov/historicresourcesinventory?)\*  Yes  No

\* If listed but NOT a City Landmark or in a City Landmark District, your project will be a Historic Category 1 Single-Family House Permit, eligible for a reduced fee. If the house or site IS a landmark or in a landmark district, please speak with a City Planner. You’ll need to get a Historic Preservation Permit instead of a Single-Family House Permit.

## How do I apply?

Complete the attached [Single-Family House Permit Application](#) and prepare an application package as instructed on the form. Submit the application package in person to the Planning Counter at the Permit Center.

## Administrative Review vs. Public Hearing Process

The Director of Planning is the decision-making authority for Single-Family House Permits. Projects that meet the criteria for an Administrative Review will be decided upon without a public hearing. This decision cannot be appealed. If the project doesn’t qualify for Administrative Review, then a Public Hearing process is required. If the permit is denied in the Public Hearing process, the applicant may appeal the decision to the Planning Commission.

**Public Outreach Policy.** The City’s Public Outreach Policy for Development Proposals outlines steps for public notification at <http://www.sanjoseca.gov/documentcenter/view/374>. For a Single-Family House Permit, the neighborhood within 300 feet of your project site will be notified of the hearing date. The Director of Planning will allow for public testimony as part of the decision-making process.

*continued >*

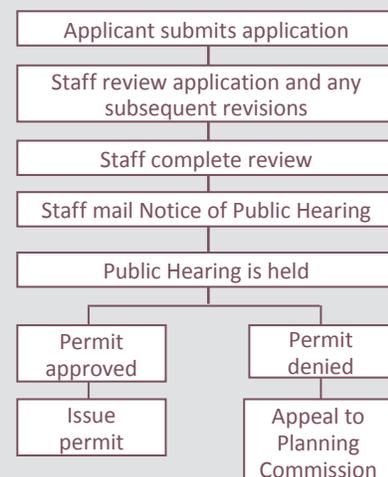
### DIRECTOR OF PLANNING WILL DECIDE THE PERMIT APPROVAL

#### Administrative Review Process

*All statements below must be true, otherwise, the public hearing process will be used.*

1. Project removes no more than 50% of the exterior walls.
2. House will not exceed 30 feet in height or 2 stories.
3. For a second-story addition: (a) the total second-story floor area does not exceed 60% of the total first floor area, and (b) the addition is set back at least 10 feet from the required front setback.
4. The front porch will not be enclosed or have a net loss of greater than 10% of the existing porch area.
5. A project that involves an attached garage must be adjacent to lots that have attached garages.
6. Except for Accessory Dwelling Units, the roofline, materials, trim, and decoration details of the new construction must match that of the existing house.

#### Public Hearing Process



The Public Hearing process involves more time and an additional fee to cover public notices. See fees at [www.sanjoseca.gov/planningfees](http://www.sanjoseca.gov/planningfees).

**How to Calculate the Floor Area Ratio (FAR)**

| FLOOR AREA RATIO   |  |       |
|--|--|-------|
| 1. Enter total square footage of house:                  |  | sq ft |
| 2. Enter total square footage of lot:                    |  | sq ft |
| 3. CALCULATE FLOOR AREA RATIO (divide line 1 by line 2): |  | FAR   |

FAR is the total floor area of the house divided by the total area of the lot.

Floor Area is to be measured to the outside surface of the exterior walls.

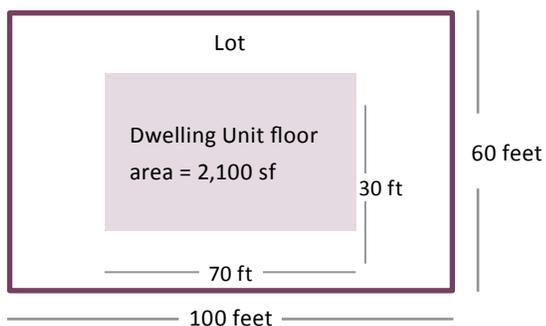
*Include in square footage:*

- Stairwells
- All areas of the floors in a main structure
- All areas that are greater than 50% enclosed with walls and covered. For example, a porch that is covered and has walls enclosing more than 50% of the porch will count toward your square footage.

*Do not include in square footage:*

- Basement
- Garage (attached or detached)
- Accessory structures
- Secondary or accessory dwelling units (ADUs), attached or detached.

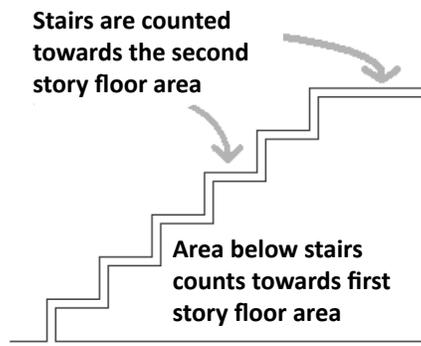
**EXAMPLE CALCULATION**



- Floor Area = 70 ft. x 30 ft. = 2,100 sf
- Lot Area = 60 ft. x 100 ft. = 6,000 sf
- Floor Area Ratio = 2,100 sf / 6,000 sf = .35

In this example, the Floor Area Ratio is .35 and does not trigger the .45 FAR threshold, which requires a Single-Family House Permit.

**How to Count Stairs**



**Block Density Calculation if FAR Exceeds .45**

If the proposal is for a house exceeding the 0.45 FAR, City staff will calculate the block density of the surrounding neighborhood (the average size of the nearby homes and lots) to determine if the proposed house size matches the neighborhood context and preserves the neighborhood character. If the proposal exceeds the average block density, staff will be unable to support the project.

**Getting Started With Your Application**

For this permit application, you or your architect will need to verify:

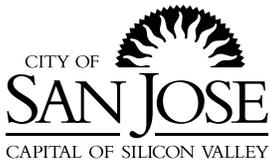
- Zoning of the property at [www.sjpermits.org](http://www.sjpermits.org)
- Historic status at [www.sanjoseca.gov/HistoricResourcesInventory](http://www.sanjoseca.gov/HistoricResourcesInventory)
- Size of your lot
- Existing building square footage
- Floor Area Ratio
- Applicable design guidelines - Visit [www.sanjoseca.gov/index.aspx?NID=1734](http://www.sanjoseca.gov/index.aspx?NID=1734) for guidelines pertaining to single-family homes and historic homes:

**Prepare Final Plans and Photographs:** Prepare plans and photographs according to the instruction on the application form, attached.

**We'll notify you:** Your application will be assigned to a City Planner who will serve as project manager, and who will call you to inform you of any action, meeting date, or whether further information on the plans is needed.

**QUESTIONS?**

Speak with a City Planner at 408-535-3555. Visit [www.sanjoseca.gov/planning](http://www.sanjoseca.gov/planning) for phone service hours.



# Single-Family House Permit Application

Planning, Building and Code Enforcement

Staff will assign

|        |
|--------|
| FILE # |
|--------|

**INSTRUCTIONS.** This application is only for projects that meet the Single-Family House Permit Determination Checklist (page 1 of attached bulletin). This form must be filled out and signed by the legal owner of the property or by an individual with Power of Attorney to represent the property owner. Proof of Power of Attorney must be attached to this form.

**FEES.** Fees are due when filing the application. Make check payable to City of San José or pay by credit card at [www.sjpermits.org](http://www.sjpermits.org). Fees depend on whether your project will use the Administrative Review or Public Hearing process, and whether or not your project qualifies as Historic. See page 1 of attached bulletin.

|  |                                   |
|--|-----------------------------------|
| Administrative Review Process                            | \$2,208 + \$264 = \$2,472         |
| Administrative Review with Historic                      | \$582 + \$69 = \$651              |
| Public Hearing Process, either Historic or Non-Historic* | \$7,120 + \$852 + \$494 = \$8,466 |

The Planning Fee Schedule outlines all current Planning Division fees: [www.sanjoseca.gov/planningfees](http://www.sanjoseca.gov/planningfees). Building permit fees are separate, found at [www.sanjoseca.gov/buildingfees](http://www.sanjoseca.gov/buildingfees).

**QUESTIONS?** Speak with a City Planner at 408-535-3555. Visit [www.sanjoseca.gov/planning](http://www.sanjoseca.gov/planning) for phone service hours.

**APPLICATION PACKAGE.** Submit this signed form, fee payment, and the package below at the Permit Center Planning Counter.

- 1 set photographs, mounted to letter-size sheet and labelled:
  - a) Existing structures on the project site.
  - b) Adjoining properties on each side and across the street.
- 3 full Plan Sets, sized 24" X 36", that include:
- SITE PLAN, showing:
  - Scale, north arrow, lot line dimensions, and setbacks with dimensions
  - Location of any trees to be removed, noting the tree's circumference at 54 inches above ground
  - Location of existing and proposed building wall and eave lines, including decks and balconies.
  - Location of existing and proposed building wall lines of adjoining property buildings.
  - Project summary that includes: Lot size in square feet, first floor and second floor square footages, ratio of second floor to first floor area, and floor area ratio.
  - Existing/proposed finished floor elevation of subject property.
- FLOOR PLAN, showing: Existing and proposed floors. Show existing walls to be removed or modified.
- ELEVATIONS, showing: Building height, door and window openings, and identifying any proposed new trim, decoration, or other new building materials.

Use the computer-fillable form at [www.sanjoseca.gov/planningapplications](http://www.sanjoseca.gov/planningapplications) or print clearly using ink.

|  |  |  |  |
|--|--|--|--|
| <b>1. PROPERTY INFORMATION</b>   |  | FIND APN: <a href="http://WWW.SCCASSESSOR.ORG">WWW.SCCASSESSOR.ORG</a> | FIND COUNCIL DISTRICT AND ZONING: <a href="http://WWW.SJPERMITS.ORG">WWW.SJPERMITS.ORG</a> |
| ASSESSOR'S PARCEL NUMBER/S: <small>USE A COMMA BETWEEN MULTIPLE NUMBERS</small>  |  |  |  |
| LOCATION OR PROJECT ADDRESS:   |  |  |  |
| COUNCIL DISTRICT:  |  | ZONING:  |  |
| APPLICABLE REVIEW PROCESS CHECK ONE: <input type="checkbox"/> ADMINISTRATIVE REVIEW <input type="checkbox"/> ADMINISTRATIVE REVIEW WITH HISTORIC <input type="checkbox"/> PUBLIC HEARING |  |  |  |
| BRIEFLY DESCRIBE THE PROJECT.  |  |  |  |

continued >

| OFFICE USE ONLY |     |          |
|-----------------|-----|----------|
| INTAKE DATE:    | BY: | PAID: \$ |
| COMMENTS:       |     |          |

**2. CONTACT INFORMATION**

PRPROPERTY OWNER NAME:

PRPROPERTY OWNER MAILING ADDRESS:

PHONE:

EMAIL:

PROJECT CONTACT PERSON:

CONTACT PERSON MAILING ADDRESS:

PHONE:

EMAIL:

I declare under penalty of perjury that I am the owner of said property or have Power of Attorney (attach copy) from said property owner and that I consent to the above-described application.

● SIGNATURE OF PROPERTY OWNER

DATE [MM/DD/YYYY]

PRINT NAME