



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 check one: OWNER ARCHITECT ENGINEER CONTRACTOR DESIGNER OTHER
B. PROJECT INFORMATION
PROJECT TYPE check all that apply to the project: DEMOLITION NEW HOME ADDITION ALTERATION ACCESSORY STRUCTURE
SUB-TRADE WORK FIRE DAMAGE TREE REMOVAL PERMIT OTHER:
BUILDING HEIGHT in feet Existing: Proposed: NUMBER OF STORIES: Existing: Proposed:
PLAN AND DOCUMENT SUBMITTAL I am submitting:
of sets of plans # of sets of structural calculations SOILS REPORT TITLE 24 DOCUMENTS OTHER
See the Single-Family/Duplex Plan Submittal Instructions bulletin for detailed instructions on plan and document submittal.

C. SINGLE-FAMILY HOUSE PERMIT ASSESSMENT SINGLE-FAMILY HOMES ONLY
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? YES NO
2. Is the new house or house-with-addition greater than 2 stories? YES NO
3. Is the floor area ratio (F.A.R.) of your house greater than .45? YES NO
4. Is the house or site identified on the City Historic Resources Inventory? YES NO

D. DUPLEX PROJECT PLANNING REVIEW DUPLEX HOMES ONLY
Duplexes require Planning Division review prior to submitting a Building Permit Application.
Please enter Site Development Permit Number or Permit Adjustment Number here: []

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

\\pbc-building2\Building Division Collateral\BULLETINS

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: _____

HEATED LIVING SPACE 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 - # _____
	LINE A - SUBTOTAL:	sf	sf	sf	

UNHEATED SPACES	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	
	LINE B - SUBTOTAL:	sf	sf	sf	

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

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

OTHER ALTERATIONS	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)	
TOTAL:		sf	sf	sf	