

BEST PREPARED DESIGNER PROGRAM RESIDENTIAL PROJECT INTAKE CHECKLIST

INSTRUCTIONS

- You must include this form in the submittal package for a project to be permitted under the Best Prepared Designer program.
- This is a computer-fillable PDF form. See the instructions at [Digital Forms and Signatures](#).
- Enter all information relevant to the project. If an item is not applicable, enter N/A.
- Ensure your project qualifies for permitting through the Best Prepared Designer Program: [Eligible Projects](#)

1. PROPERTY INFORMATION

PROJECT ADDRESS:

1.a. Number of stories:

1.b. Listed on the City of San José [Historic Resource Inventory](#)? Yes No

Properties located in a flood zone, geohazard zone, or wildland-urban interface are not eligible for permitting through the Best Prepared Designer Program.

2. PROJECT DESCRIPTION MUST BE A SINGLE-FAMILY PROPERTY FOR THIS PROGRAM

2.a. TYPE OF PROJECT **CHECK ALL THAT APPLY**

Addition. Existing floor area: _____ Proposed new floor area: _____

Attached patio cover

Detached accessory building. Proposed area of building: _____

Interior remodel. Will the exterior be changed? Yes No

New skylights

Voluntary foundation repair

2.b. STRUCTURAL INFORMATION. Does the project involve: **CHECK ALL THAT APPLY**

Structural changes requiring an engineered design? Yes No

Removal or relocation of any interior walls? Yes No

Changes to the lateral resistance system? Yes No

2.c. PROJECT ELIGIBILITY. Does the project involve: **CHECK ALL THAT APPLY**

A Code Enforcement case? Yes No

Legalizing unpermitted work? Yes No

Repairs to address fire damage? Yes No

2.d. SCOPE OF WORK **BRIEFLY DESCRIBE:**

continued >

3. CONTACT INFORMATION

DESIGNATED PROJECT CONTACT	Firm Name:		
	Name:		
	Phone:	Email:	

4. SUBMITTAL DOCUMENT CHECKLIST

Please indicate the items you are including in your submittal package by checking "Yes." Note that items marked with an asterisk are required. For items that do not apply to your project, check N/A.

FORMS	
* Building Permit Application	<input type="checkbox"/> Yes
Owner-Builder Acknowledgement and Verification of information	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
* Design Professional Certification Statement	<input type="checkbox"/> Yes
*BPD Residential Project Intake Checklist (this document)	<input type="checkbox"/> Yes
PLANS	
*Cover Sheet with project description	<input type="checkbox"/> Yes
*Architectural Plan (including Site Plan, Elevations, Floor Plans, etc.)	<input type="checkbox"/> Yes
*Structural Plan, Details	<input type="checkbox"/> Yes
Electrical Plan	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Mechanical Plan	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Plumbing Plan	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Title 24 Energy Documents	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Other (please list):	
SUPPORT DOCUMENTS	
Structural Calculations	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Soil Report	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Energy Calculations	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Other (please list):	

5. SIGNATURE

BEST PREPARED DESIGNER SIGNATURE
OR DESIGNATED PROJECT CONTACT SIGNATURE

PRINT NAME

DATE [MM/DD/YYYY]

For digital signature instructions, see [Digital Forms and Signatures](#).