

SINGLE-FAMILY HOUSE PERMIT INFORMATION & APPLICATION

As defined in [Section 20.100.1030](#) of the Zoning Code, new construction or additions on single-family lots may need a Single-Family House Permit before a building permit will be issued; see the Permit Determination Checklist on page 2 of this form. If a Single-Family House Permit is not required, you may proceed to apply for a Building Permit.

FOR QUESTIONS - Speak with a City Planner at 408-535-3555 during these [phone service hours](#).

Para información en español, comuníquese con un Planificador de la ciudad al **408-793-4100**.

Để được hỗ trợ, nói chuyện với người lập kế hoạch thành phố tại **408-793-4174**.

INSTRUCTIONS

Please read pages 1-3, then complete the form on page 4 and prepare an application package as outlined below.

FEES

An invoice for application fees will be provided after you submit the required items on the application necessary to provide staff with an accurate calculation of fees. The application is considered rejected until those items required for the application fees are provided and fees are paid pursuant to San José [Municipal Code Section 20.100.120](#). See the [Planning Fee Schedule](#) for fees. Initial fees and payment methods are listed at www.sanjoseca.gov/PlanningApplications. Review of your submittal will not begin until initial fees are paid. Full fees must be paid within 14 days of receiving the invoice.

APPLICATION PACKAGE

HOW TO SUBMIT

An appointment is required to submit this application package. Visit www.sanjoseca.gov/PlanningApplications and scroll to the Application Form table. You will see an In-Person link and a Virtual Appointment link for the Single-Family House Permit Application.

WHAT TO SUBMIT

Please include the following in your application package:

- SINGLE-FAMILY HOUSE PERMIT APPLICATION (this form, completed and signed)
- PHOTOGRAPHS - Photos of the existing site, including the existing structures on the project site and adjoining properties on each side of the house and across the street. For historic properties, include photos of existing exterior features to be altered or removed.
- PLAN SET - Include the following plans:
 - SITE PLAN, drawn to scale with north arrow:
 - Lot line dimensions and setbacks with dimensions and any known easements on the property.
 - Location of all trees on-site, noting the tree's circumference at 54 inches above ground. Note if any trees will be removed.
 - 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, existing and proposed first floor and second floor square footages, ratio of second floor to first floor area, and floor area ratio (see page 3).
- Existing/proposed finished floor elevation.
- FLOOR PLAN showing: Existing and proposed floors. Show existing walls to be removed or modified.
- ELEVATIONS showing: Building height, door and window openings, and identify any proposed new trim, decoration, or other new building materials.
- OTHER DETAILS: For historic properties involving window changes, provide a window schedule that shows the existing and proposed window dimensions, materials, color, sill/installation recess, window type/operation, and manufacturer series.
- FOR PROJECTS SCHEDULED FOR PUBLIC HEARING, A LEGAL DESCRIPTION IS REQUIRED.

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WHEN IS A SINGLE-FAMILY HOUSE PERMIT REQUIRED?

If the property is located in the R-1, R-2, or R-M residential zoning districts and if you answer yes to any question below, 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 and/or 2 stories?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is the floor area ratio of the proposed project relative to the lot size greater than 0.45? <i>See page 2 for calculation instruction</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Will construction be within 100 feet of a riparian corridor/creek <u>and</u> the lot is 1/2 acre or larger?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Is the house or site listed on the City’s Historic Resources Inventory at www.sanjoseca.gov/historicresourcesinventory ? ▪ If the house or site is a landmark or in a landmark district, please speak with a City Planner. You will need a Historic Preservation Permit instead of a Single-Family House Permit.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Will there be the creation, replacement, alteration, or reconfiguration of 10,000 square feet or more of impervious surface? <i>Refer to the stormwater evaluation form for the definition of “impervious surface”.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

ADMINISTRATIVE REVIEW VS. PUBLIC HEARING PROCESS

The Planning Director has authority for decisions on Single-Family House Permits and will decide the proper review process as shown in the diagram below; this decision cannot be appealed. However, in the public hearing (called a Director’s Hearing), if the permit is denied, 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. For a Single-Family House Permit, properties within 300 feet of your project site will be notified of the hearing date. Public testimony is allowed at the hearing and will be considered by the Planning Director.

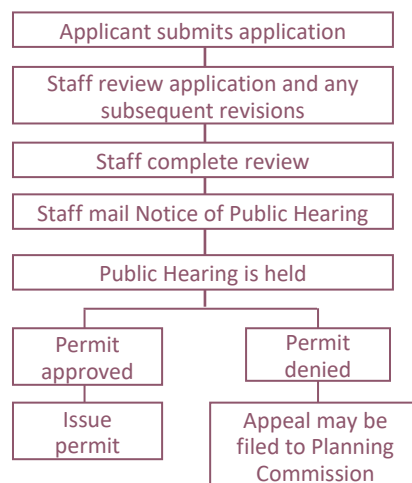
PLANNING STAFF WILL DECIDE THE PROCESS

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 proposed will not exceed 30 feet in height and/or 2 stories.
3. For a proposed 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/PlanningApplications.

HOW TO CALCULATE THE FLOOR AREA RATIO (FAR)

Following the notes below for what to include in the square footage, you can calculate the Floor Area Ratio (FAR) of your project as Total Square Footage of the house divided by the Total Square Footage of the lot:

House Total Sq. Ft.	Lot Total Sq. Ft.	FAR
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Floor Area is to be measured to the outside surface of the exterior walls.

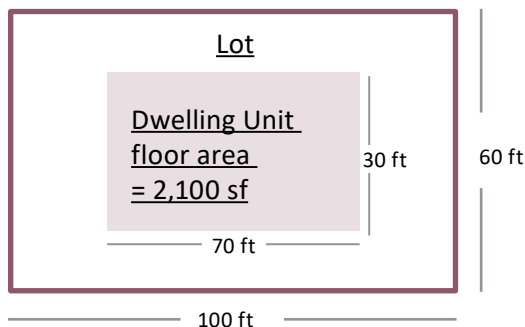
Include in square footage:

- Stairwells
- All areas of the floors in the main home.
- 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
- Accessory dwelling units (ADUs), attached or detached.

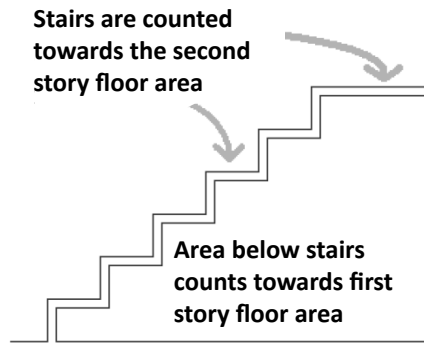
EXAMPLE CALCULATION



- 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 = 0.35

In this example, the Floor Area Ratio is 0.35 and does not trigger the 0.45 FAR threshold — the threshold at which a Single-Family House Permit is required.

HOW TO COUNT STAIRS



BLOCK AVERAGE CALCULATION IF FAR EXCEEDS 0.45

If the proposal is for a house that exceeds the 0.45 Floor Area Ratio (FAR), City staff will calculate the block average FAR 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 block average FAR, staff will be unable to support the project.

GETTING STARTED WITH YOUR APPLICATION

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

- Zoning of the property at www.SJPermits.org
- Historic status at www.sanjoseca.gov/HistoricResourcesInventory
- Size of your lot
- Existing building square footage
- Floor Area Ratio
- Applicable design guidelines - See the City's [Your Old House: Guide for Preserving San Jose Homes](#) design guidelines for historic homes or the City's [Single-Family Design Guidelines](#) for non-historic homes.

Prepare Final Plans and Photographs: Prepare plans and photographs according to the instructions on this application form.

We'll notify you: Your application will be assigned to a City Planner who will serve as project manager, and who will contact you regarding needed actions pertaining to the application.

Staff will assign

FILE #

Download and save this computer-fillable form to your computer. Follow instructions for [Digital Forms & Signatures](#).

1. PROPERTY INFORMATION FIND APN: WWW.SCCASSESSOR.ORG

USE A COMMA BETWEEN MULTIPLE NUMBERS

ASSESOR'S PARCEL NUMBER/S:

LOCATION OR PROJECT ADDRESS:

APPLICABLE REVIEW PROCESS **CHECK ONE:** ADMINISTRATIVE REVIEW ADMINISTRATIVE REVIEW FOR HISTORIC PUBLIC HEARING

BRIEFLY DESCRIBE THE PROJECT.

2. CONTACT INFORMATION **REQUIRED**

PROPERTY OWNER NAME:

PROPERTY OWNER MAILING ADDRESS:

PHONE:

EMAIL:

PROJECT CONTACT PERSON:
(IF DIFFERENT FROM PROPERTY OWNER)

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]

For electronic submittal or virtual appointments, a [Digital ID Signature](#) is required. For in-person appointments, an original ink signature is required. By signing this application, you acknowledge that you are the property owner, the legally authorized agent of the property owner, a qualified tenant, or other signatory as allowed by [San José Municipal Code Section 20.100.110](#).