



Planning, Building and Code Enforcement

MULTIFAMILY PROJECTS SUBMITTAL CHECKLIST

This form must be completed and submitted with a building permit application for a project that requires plan review on a multifamily property. For a duplex, please use the [Single-Family & Duplex Projects Checklist](#).

INSTRUCTIONS

- Download and save this is a computer-fillable PDF form. For help, please see [Digital Forms and Signatures](#).
- Enter all information relevant to the project. If an item is not applicable, enter N/A. If an item is applicable to your project and you do not yet have the information, do NOT submit your application. Staff will not review your project submittal until all required information is submitted.

1. PROPERTY INFORMATION

PROJECT ADDRESS:

APN # IF MULTIPLE, SEPARATE WITH A COMMA:

TRACT #:	TOTAL # OF LOTS:	PROPERTY TYPE CHECK ONE: <input type="checkbox"/> Apartments <input type="checkbox"/> Condominium <input type="checkbox"/> SRO <input type="checkbox"/> Townhomes
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2. CONTACT INFORMATION

APPLICANT TYPE CHECK ONE:	<input type="checkbox"/> Developer <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Contractor <input type="checkbox"/> Agent	
APPLICANT: <i>The applicant is the single contact who will upload project plans to SJePlans and respond to all comments.</i>	NAME:	
	ADDRESS:	
	PHONE:	EMAIL:
DESIGN FIRM IF DIFFERENT FROM APPLICANT	NAME:	EMAIL:
PROPERTY OWNER:	NAME:	
	PHONE:	EMAIL:
PROJECT MANAGER OR CONTRACTOR FOR ALL TRADES:	NAME:	
	PHONE:	EMAIL:
	CONTRACTOR'S CITY BUSINESS LICENSE # REQUIRED:	

continued >

3. PROJECT INFORMATION

3.a. TYPE OF PROJECT New Construction Alteration Non-Structural Alteration Structural Addition
 CHECK ONE: Tenant Improvement Demolition Fire Damage Other:

3.b. PLANNING PERMIT: Have you obtained a planning permit for this project?
 No Yes, the Permit Number is:

3.c. SCOPE OF WORK BRIEFLY DESCRIBE:

EXISTING FLOOR AREA (sq. ft.):		WORK AREA (sq. ft.):
PROPOSED FLOOR AREA (sq. ft.):		TYPE OF CONSTRUCTION:
NEW TOTAL FLOOR AREA (sq. ft.):		# OF BUILDINGS: # OF STORIES:
GARAGE (sq. ft.):		# OF LIVING UNITS:

3.d. AREA DESCRIPTION - See the example of the first two lines and then enter information as applicable to each area of the building/s. If other description is relevant, insert a footnote number with the footnote described below the table.

REF I.D.	TYPE OF AREA	OCCUPANCY TYPE	AREA TYPE Sq. Ft.	CORRIDOR LENGTH Linear Feet	TYPE OF CONSTRUCTION	Only if project is New Construction SPRINKLERS Yes/No	MECHANICAL VENTILATION Yes/No	COVERED PORCH Sq. Ft.	BALCONY Sq. Ft.	OTHER ITEM FOOTNOTE
EXAMPLE	LIVING	R-1	20,500	400	V1HR	Yes	Yes	100	300	
	GARAGE	S-3	2,000		IFR	Yes	Yes			

FOOTNOTES IF ANY:

4. SUBMITTAL PLANS & DOCUMENTS CHECK THE ITEMS THAT ARE BEING SUBMITTED

PLANS	FORMS
<input type="checkbox"/> Cover Sheet with project description <input type="checkbox"/> Architectural Plans - Site Plan, Floor Plan, Elevations, etc. <input type="checkbox"/> Structural Plan, Details <input type="checkbox"/> Electrical Plan <input type="checkbox"/> Mechanical Plan <input type="checkbox"/> Plumbing Plan <input type="checkbox"/> County Health Department approval plans <p style="text-align: center;">CALCULATIONS & DESIGN DOCUMENTS</p> <input type="checkbox"/> Structural Calculations, Details <input type="checkbox"/> Energy Calculations & Title 24 Energy Documents <input type="checkbox"/> Soil Report <input type="checkbox"/> Special Inspection Form <input type="checkbox"/> Other (describe):	<input type="checkbox"/> #300 - Accessibility Compliance Form <input type="checkbox"/> #310 - Building Permit Application <input type="checkbox"/> #317 - Damage Survey Request <input type="checkbox"/> #319 - Deferred Submittal Form <input type="checkbox"/> #345 - Special Inspection New Building Form <input type="checkbox"/> Other (describe):

5. APPROVALS OR CLEARANCES CHECK THE ITEMS THAT ARE APPLICABLE TO YOUR PROJECT

CONDITION OR FEATURE OF PROPOSED PROJECT	TO BE REVIEWED OR CLEARED BY
<input type="checkbox"/> Flood zone, geologic hazards, grading, driveway/sidewalks, or other Public Works clearances	City Public Works Department/Development Services 408-535-7802 pwgeneralinfo@sanjoseca.gov
<input type="checkbox"/> Projects that affect or include fire sprinklers, fire alarms, or hazardous storage	City Fire Department/Fire Prevention Bureau 408-535-7750
<input type="checkbox"/> Regional Wastewater Facility approval is required for: <ul style="list-style-type: none"> ▪ Food and Drinking Establishments ▪ Public Swimming Pools ▪ Manufacturing Discharge 	City Environmental Services Department 408-277-5700
<input type="checkbox"/> County Health Department approval is required for: <ul style="list-style-type: none"> ▪ Food Service ▪ Public Swimming Pools 	Santa Clara County Health Department 408-918-3400

6. SIGNATURE

A digital ID signature by the Applicant is required. For help, see [Digital Forms and Signatures](#).

● APPLICANT SIGNATURE PRINT NAME DATE [DD/MM/YEAR]