



TOWN OF PORTOLA VALLEY CHECKLIST FOR BUILDING DEPARTMENT PERMIT APPLICATIONS

Date: _____ Job Address: _____

Owner/Applicant: _____ Phone: _____
(if above is other than owner, authorization letter required)

SUBMITTAL REQUIREMENTS	OK	NA	COMMENTS
Clear, legible digital plans, without security lock Scale: 1/8" or 1/4" Min. Size 11" X 17" Max Size: (22" X 34" CAD) or 24" X 36"			
Plans signed/stamped by Architect/Designer and (if structural details included) by Engineer			
Plan set to include as applicable:			
Complete, accurate site plan 1" = 20' or 40'			
Grading, drainage plan 1" = 20' or 40'			
Foundation plan with details 1/8" = 1' 0" min			
Floor plan (including floor level; room names/numbers and dimensions; size of doors, windows; location of furnace and water heater; attic under floor access; bedroom(s) emergency egress.) 1/4" = 1' 0" min			
Electrical plan (indicating location and type of switches; outlets; fixtures; smoke detectors and panels; location and size of main service panel and ground size.)			
Exterior elevations 1/8" = 1' 0" min			
Framing plan and details 1/4" = 1' 0" min			
Roof plan, details and materials 1/4" = 1' 0" min			
Calculations of percentage of affected floor area and percentage of affected wall area to demonstrate if WUI 50% Rule is triggered			
ASCC Conditions of Approval must be addressed and incorporated into plans (and printed on a plan sheet)			
Additional information required:			
Title 24 energy calculations digitally signed by author and designer or owner			
Geo-technical report			
Appropriate listing documents (ICBO, UL, IAMPO, or AGA) for any new spa-type appliances, skylights, fireplace, or wood-burning stove or gas-fired ranges			
Roof truss calculations			
Construction details			
Exterior lighting spec sheets (Dark Sky Compliant)			
Other: _____			
PLEASE SIGN NEXT PAGE			



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I understand that any missing or incomplete items will delay the review and issuance of this application.

Signature: _____

MINIMUM PLANS/DOCUMENTS REQUIRED FOR SUBMITTALS (additional documents may apply):

	Additions less than 400 sq. ft. and remodels	Over 400 sq. ft.	New Residence	Swimming Pools
Architectural and Structural Plans (all sheets digitally signed)	Yes	Yes	Yes	Yes
Digitally signed Structural Calculations	Yes	Yes	Yes	Yes
Digitally signed Title 24 Energy Calculations	Yes	Yes	Yes	N/A
Geotech Report (if addition over 500 sq. ft. or 2 nd story)	N/A (unless 35lf or more of foundation repair)	Yes	Yes	Yes
Geotechnical Plan Review Letter acknowledging in cooperation of the recommendations into structural plans (if over 500 sq. ft. addition or pool)	N/A	Yes	Yes	Yes
R337 (WUI) Checklist	Yes	Yes	Yes	N/A
Indoor Water Conservation Checklist	Yes	Yes	Yes	N/A
Letter from Home Owner Association (if applicable)	Yes	Yes	Yes	Yes
Building Permit Fees	Yes	Yes	Yes	Yes
ASCC approval (Conditions of Approval must be addressed and incorporated into plans)	If applicable	Yes Incorporate in plan sheets	Yes Incorporate in plan sheets	If applicable
Check payable to County of San Mateo if on septic and completed Land Use Form (staff will advise you of procedure)	Yes - Show Septic Tank and Drain Fields on Site Plan -			
Check payable to Woodside Fire Protection District (staff will advise you on procedure)	TBD			
Receipt from Sequoia High School District (if addition over 500 sq. ft.) for School Impact Fees prior to permit issuance	N/A	Yes	Yes	N/A

**INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED.
FEES CAN BE PAID AT THE BUILDING COUNTER MONDAY – FRIDAY FROM 8:00AM TO 12:00PM OR MAILED TO TOWN HALL WITH A COPY OF THE PERMIT APPLICATION. PLEASE REFERENCE THE PROJECT ADDRESS ON YOUR CHECK.**