



Required Submittal Documents/Items for Building Permits for One or More New Residential Units Effective January 1, 2024 as required by AB2234

	Comments:	DSR	HCD/HUD		Accessory Dwelling Unit			Single Family Unit		Multi-Family Unit			Demo	Site Improvement
		Digital Submittal Requirement (DSR) Document Formatting Conformance Required	Manufactured Homes (MH)	Factory Built Housing (FBH)	New Accessory Dwelling Unit: Detached	New Accessory Dwelling Unit: Attached	New Accessory Dwelling Unit: Junior ADU	New Single-Family Dwelling: 2-Units/Duplex	New Single-Family Dwelling	New Multi-Family Dwelling: R3	New Multi-Family Dwelling: R2	New Mixed-Use: Residential/Commercial	Demolition Associated with New Residential Construction [AB2234]	Site Improvement/Parking Lot Modification Associated with New Residential Construction [AB2234]
Legend:														
● Required														
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* Digital Submittal Requirement														
N/A Not Applicable														
Initial Submittal: Required Documents/Items														
Accela Citizen Access (ACA) Permit Application or Permit Application Form (PDF Version)			●	●	●	●	●	●	●	●	●	●	●	●
Digital Submittal Requirement (DSR) Document Conformance	Documents that must conform to the DSR formatting requirements as designated in the "DSR" column with an asterisk *		●	●	●	●	●	●	●	●	●	●	N/A	●
100% Signed & Complete Plan Set	For Demolition Permit see this link	*	●	●	●	●	●	●	●	●	●	○	●	●
Department of Housing and Community Development (HCD) or Third- Party Approved Set of Plans	This requirement can be waived for Manufactured Homes if transported unit(s) have an affixed insignia label		○	●	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CALGreen Non-Residential Checklist	To be included in Plan Set	*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	●	N/A	N/A
CALGreen Residential Checklist (Mandatory)	For Additions, and new Buildings smaller than 3000 square feet. To be included in Plan Set	*	N/A	N/A	●	●	●	○	○	○	○	○	N/A	N/A
CALGreen Residential Checklist (Mandatory + Tier 1)	For New Buildings not smaller than 3000 square feet. To be included in Plan Set	*	N/A	N/A	N/A	N/A	N/A	○	○	○	○	○	N/A	N/A
Signed and Registered Title 24, Part 6 Energy Report (California Energy Code)	To be included in Plan Set	*	N/A	●	●	●	●	●	●	●	●	●	N/A	●
Stamped/Signed Structural Calculations	Required if not using conventional frame structures	*	N/A	○	○	○	○	○	○	○	○	●	●	N/A
Stamped/Signed Roof Truss Design Calculations and Plans	Where Roof Truss System is used	*	N/A	N/A	○	○	○	○	○	○	○	○	N/A	N/A

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Roof Truss Design Review Letter by Engineer of Record	Where Roof Truss System is used	*	N/A	N/A	○	○	○	○	○	○	○	○	N/A	N/A
Stamped/Signed Elevation Certificate	For properties located in floodplain. To be included in Plan Set	*	○	○	○	○	○	○	○	○	○	○	N/A	○
Stamped/Signed Geotechnical Report (Soils Report)	Where required. Click on the Link	*	○	○	○	○	○	○	○	●	●	●	N/A	○
Geotechnical Engineer's Plan Review Letter	Where Soil Engineer Services is retained	*	○	○	○	○	○	○	○	●	●	●	N/A	N/A
Completed Special Inspection and Testing Agreement (Short Form)	Where required by Building Official, Engineer of Record, Evaluation Reports, or California Building Code	*	○	○	○	○	○	○	○	N/A	N/A	N/A	N/A	○
Completed Statement of Special Inspection (Long Form)	Where required by Building Official, Engineer of Record, or California Building Code	*	○	○	○	○	○	○	○	●	●	●	N/A	N/A
Stamped/Signed Geological Report	Coordinate with County Geologist and provide as required	*	○	○	○	○	○	○	○	●	●	●	N/A	○
Erosion Control Checklist	Required where less than 500 square feet of new impervious surface is added		●	●	●	●	●	●	●	●	●	●	N/A	●
Erosion Control Plan	For projects exceeding 500 square feet of new impervious surface	*	○	○	○	○	○	○	○	○	○	○	N/A	○
Drainage Permit Application	If project exceeds 2,000 square feet of net new impervious area	*	○	○	○	○	○	○	○	○	○	○	N/A	○
Grading Permit Application	If the quantities of earth excavation outside the footprint of the proposed building exceeds 150 cubic yards of cut or fill or 5' vertical cut	*	○	○	○	○	○	○	○	○	○	○	○	○
Storm Water Best Management Practices Operation and Maintenance Agreement (BMP O&M Agreement)	Required when project must provide hydraulically sized treatment measures or pervious pavement.		○	○	○	○	○	○	○	○	○	○	N/A	○
Right-of-Way Improvements/Encroachment Permit Application	Required when any work will occur in the ROW; verify ROW jurisdiction		○	○	○	○	○	○	○	○	○	○	○	○
Parking Plan	To be included in Plan Set, show location of all code compliant parking stalls include covered and uncovered (as applicable)	*	○	○	○	○	N/A	●	●	●	●	●	N/A	●
Trash Enclosure Plan	To be included in Plan Set	*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	●	●	●	N/A	N/A
Fire Truck Access and Hydrant Plan	To be included in Plan Set	*	●	●	●	●	●	●	●	●	●	●	N/A	N/A
Fire-flow Letter from Water Purveyor	For properties with an offsite water connection	*	●	●	●	●	●	●	●	●	●	●	N/A	N/A
Water Clearance Letter	For properties with onsite wells		○	○	○	○	○	○	○	○	○	○	N/A	N/A
Water Will Serve Letter	For properties on Community Water Well or Public Water, provided by water purveyor		○	○	○	○	○	○	○	○	○	○	N/A	N/A

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Sewer Will Serve Letter	For properties connected to Public Sanitary Sewer, provided by Sanitation Districts		○	○	○	○	○	○	○	○	○	○	N/A	N/A
Septic/Onsite Wastewater Treatment Systems (OWTS) Clearance by Department of Environmental Health (DEH) Application	For properties served by Onsite Wastewater Treatment Systems (Septic system)		○	○	○	○	○	○	○	○	○	○	N/A	○
Issued Permit "J Number" from the Bay Area Air Quality Management District (BAAQMD)			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	●	N/A
PG&E Notification of Disconnect of Services			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	●	N/A
Completed Polychlorinated Biphenyls (PCB) Screening Assessment form			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	●	N/A
Approval for Sewer Cap Inspection	Where City of Los Altos is the sewer provider		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	○	N/A
Entitlement/Design Review Condition of Approval Review Letter	To be included in Plan Set. Required when Design Review/Entitlement approval has occurred. Letter clarifies how each condition of approval has been addressed/integrated into plan set		○	○	N/A	N/A	N/A	○	○	●	●	●	●	●
Site Plan for Pool/Septic Tank Removal	Required when a septic tank or pool is removed		○	○	○	○	○	○	○	○	○	○	○	○
Specifications and/or Evaluation Reports for Assemblies & Equipment	Required to verify application of building materials	*	○	○	○	○	○	○	○	○	○	○	N/A	N/A
Completed Address Assignment Request Form	Contact permit center to obtain the form		●	●	●	●	○	●	●	●	●	●	N/A	N/A
Plan Review Fees Paid in Full			●	●	●	●	●	●	●	●	●	●	N/A	●