

Residential Duplex Submittal Checklist For New Construction/Remodel/Additions

The following materials are required to be submitted in order for the City to consider your permit application complete and to begin compliance review of your proposed project with required codes. An initial permit fee is collected to begin the permit review process; an additional fee payment(s) will be required prior to issuance of the building permit, including proof of payment of the applicable school impact fee collected by the local School Districts.

A. Plan set must include the following (in the order listed):

1. **COVER SHEET**

- a. Reference to applicable California Building/Fire Codes
- b. Construction type(s)
- c. Designer/Architect/Engineer information
- d. Property Owner information
- e. Project address
- f. Assessor parcel number (APN)
- g. Detailed written scope of work
- h. Fire sprinklers status
- i. Occupancy type(s)
- j. Zoning district designation
- k. Project data, including:
 - i. Lot Size (net)
 - ii. Total square footage (per floor/building)
 - iii. Floor Area Ratio (FAR)
 - iv. Required and proposed parking
- l. List of any deferred permit submittals: photovoltaic (solar) panels, electric vehicle (EV) charger, and fire sprinklers

- i. Dimensioned parking areas and driveway
- j. Dimensioned property lines
- k. Street orientation and site access, including street name(s) labeled, driveway, curb, gutter and public sidewalk locations
- l. Location of at-grade mechanical equipment
- m. Aboveground utilities/equipment locations and screening treatments
- n. Label and dimension any existing or proposed easements or encumbrances across the property, such as storm drains, water lines, or rights-of-way
- o. Creek or waterways on, adjacent to, or within 50' of the project site with "top of bank" indicated.

2. **BLANK SHEET LABELED "CITY APPROVALS"**

Provide a blank sheet titled "City Approvals" page 0. **ALL sheets in plan set must have a blank space on upper right corner for City approval stamp.**

4. **DEMOLITION PLANS**

A separate demolition permit will be required prior to demolition activity. You will be asked to submit only the demolition sheets in your plan set at that time; however, demolition sheets should be included in this building permit plan set.

3. **DIMENSIONED SITE PLAN**

- a. North arrow and scale/graphic scale
- b. Existing and proposed site plan
- c. Location of all existing and proposed buildings
- d. Distance between existing buildings to remain and proposed buildings
- e. All building setbacks from property lines and required building setbacks per zoning
- f. All building square footage
- g. Lot coverage calculation
- h. Percentage of required front setback as landscaped

5. **ARCHITECTURAL PLANS**

- a. Architect/Engineer of Record stamp and signature on all sheets per professional design limitations
- b. Existing and proposed dimensioned floor plans
- c. Existing and Proposed roof plans
- d. Foundation plan
- e. Construction details & cross-sections
 - i. Wall section from parapet to foundation showing foundation, wall, windows and doors, parapet, cornice, eave, and roof. Include height measurements from adjacent grade and top-of-curb to top-of-wall plates.

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- ii. Sections at adjacent property lines indicating any grade differentials, showing fence height, retaining walls, ground slope, etc.
 - f. Dimensioned building elevations and exterior finish materials:
 - i. Include all sides of the building with materials/finishes callouts
 - ii. Height dimensions on elevations of:
 - Wall-plate height, measured from adjacent grade;
 - Grade to finished floor;
 - Finished floor to top of ceiling per floor;
 - Total height, measured from top of existing/planned curb;
 - g. Door and window schedules
 - h. Equipment schedules
 - i. Plans must demonstrate compliance with:
 - i. Means of egress
 - ii. Emergency escape/rescue windows
 - iii. Fire separation/protection
 - iv. Mountain View Codes
 - v. California Codes
 - vi. Mountain View Green Building Codes
6. **GRADING AND DRAINAGE PLAN**
- a. North arrow and scale/graphic scale
 - b. Show and label all:
 - i. New and existing buildings to remain
 - ii. Trees, fences, and retaining walls
 - iii. Property lines and easements
 - c. Existing and new elevations and drainage facilities (e.g. drainage structures, pipes, swales, etc.)
 - d. Overland Release Path
 - e. Grading for new off-site improvements in the public street (e.g. new curb, gutter, sidewalk, driveway, etc.)
 - f. **If property is located in FEMA Flood Hazard Zone**, then must include in plans:
 - i. Flood Zone Designation, including flood depth for Flood Zone AO and base flood elevation for Flood Zone AE. Show boundary of flood zone if only a portion of the property is located within the flood zone.
 - ii. Referenced City benchmark (benchmark number, description, elevation, and datum year)
 - iii. Elevation of finished pad and lowest floor
 - iv. Elevation of crawlspace or basement
 - v. Elevation of mechanical equipment (A/C unit, pumps, etc.) outside of Building
 - vi. Highest adjacent grade for Flood Zone AO
 - vii. Flood resistant construction
7. **UTILITY PLAN**
- a. North arrow and scale/graphic scale
 - b. Show and label all:
 - i. New and existing buildings to remain
 - ii. Trees
 - iii. Property lines and easements
 - iv. Utilities, including water meter/service and sanitary sewer cleanout/lateral
 - c. Inspection of sanitary sewer lateral from property line cleanout to the City main may be required to determine its condition for reuse following the [Sewer Lateral Inspection Handout](#). City to determine inspection requirements during first review.
 - d. **If new utility services are proposed** within the public street or easement, plans must include:
 - i. Abandoned and/or new utility services (water meter/service, sewer cleanout/lateral, etc.)
 - ii. Location, size, and pipe material of City mains in the street/easement
 - iii. Dimensioned clearance from street trees, utility poles and other utilities
 - iv. Overhead utilities and locations of existing joint poles. Indicate those to be removed and services to be placed underground.
8. **OTHER PLANS, DETAILS, AND CALCULATIONS**
- a. Construction plans and details
 - b. Structural plans & details
 - c. Structural calculations
 - d. Electrical plans
 - e. Electrical load calculations
 - f. Mechanical plans
 - g. Plumbing plans, including gas line diagram
 - h. Landscape plans
 - i. Identify all on-site and Street trees to be preserved by species and circumference (measured at 54" above grade) and show tree protection fencing around any trees within 6 feet of a proposed construction area.
 - ii. Identify any on-site and Street trees proposed for removal by species and circumference. (*Note*: Removal of a Heritage tree requires a separate permit to remove).

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- iii. New tree locations, species, and box size (e.g., 24", 36"). Show new and retained trees on a separate site plan.
 - i. Equipment specifications
 - j. Special conditions
 - k. Include the [Blueprint for a Clean Bay](#)
 - l. Provide any supporting documentation
 - m. Title-24 energy calculations
 - n. A completed [Mountain View Green Building Code \(MVGBC\) worksheet](#).
- B. Other required materials include:**
1. A copy of the **FINDINGS REPORT**, if obtained for your project by the Planning Division, with written responses to each condition of approval including information on how/where each condition is addressed.
 2. A **PG&E APPROVAL LETTER** to service the project during construction.
 3. A **SOIL OR GEOTECHNICAL REPORT** prepared by a geotechnical or soils engineer describing the soil conditions on site for the building.
 4. **PROJECT MANUAL AND SPECIFICATIONS**
 5. Provide the following **COMPLETED FORMS**:
 - a. [Change of Address](#)
 - b. [Self-Certification Plumbing Fixtures](#)
 - c. [Self-Certification Smoke & Carbon Monoxide Alarms](#)
 6. Set up an account for your project's **CONSTRUCTION AND DEMOLITION WASTE TRACKING** prior to issuance of building permit: [Waste Diversion Tracking Program](#)
 7. An [EXCAVATION PERMIT APPLICATION](#) must be completed for all work within the public street, including utility improvements and connections (e.g. water meter, water service, sewer lateral, driveway approach, sidewalk).
- C. The following additional information may be required, depending on circumstances:**
1. For properties located in a **FEMA FLOOD HAZARD ZONE**, include a completed [Flood Development Application](#) signed by a registered/licensed Civil Engineer, Land Surveyor or Architect.
 2. Any property located in a **SUPERFUND AREA** is required to implement Environmental Protection Agency (EPA) or Department of Toxic Substances Control (DTSC) requirements prior to and during construction. Submit acknowledgment from EPA or DTSC staff of the completion of their review of your project prior to building permit issuance.
 3. If **REMOVING IMPERVIOUS SURFACE ON THE PROPERTY IN THE AMOUNT OF 5,000+ SQUARE FEET** on a duplex residential property, then must provide a Stormwater Management Plan prepared and certified by a licensed engineer, which must include information to evaluate the environmental characteristics of affected areas, the potential impacts of the proposed development on water resources and the effectiveness and acceptability of measures proposed for managing stormwater runoff. The Final Stormwater Management Plan must be certified by a qualified third-party engineer that the proposed stormwater treatment controls comply with the City's Guidelines and Provision C.3 of the Municipal Regional Stormwater NPDES Permit (MRP). Also must provide a current Title Report in order for the City to prepare a Stormwater Maintenance Agreement to be executed prior to building permit issuance.
 4. If **ON-SITE GRADE OR SEWER CONNECTION IS LOWER THAN THE PUBLIC STREET**, then must provide a current (less than 6 month old) Title Report or Grant Deed in order for the City to prepare and execute a Storm Drain/Sanitary Sewer Hold Harmless Agreement.
 5. If **A NEW WATER METER OR WATER SERVICE** is proposed to be installed with the project, then a completed [Water Service Application](#) must be submitted with your building permit. If a **SEWER LATERAL OR SEWER CLEANOUT is proposed to be installed** with the project, then a completed [Sewer Service Application](#) must be submitted with your building permit.
 6. If **FIRE SPRINKLER SYSTEM IS PROPOSED OR MODIFIED**, then must provide:
 - a. Fire apparatus access roads/lanes, including turnarounds (if applicable)
 - b. Fire lane marking (if applicable)
 - c. Offsite fire hydrants
 - d. Water meter size and location

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- e. Underground water service size and location
 - f. [Deferred Residential Sprinkler Requirements](#)
8. If the property has **ANY PREVIOUS INCOMPLETE BUILDING/FIRE PERMITS** or did not receive a final inspection for occupancy on a prior permit, then the prior permit(s) will need to be resolved before issuing a new permit.

D. For Your Reference During Construction

1. A **SITE SURVEY CERTIFICATE** is required to be prepared by licensed civil engineer for structures within 6' of a property line and obtain approval from the City *prior* to any concrete poured. Present wet-signed certificate to the City Building Inspector for verification.