



Multifamily Residential Apartments 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 and gross)
 - ii. Residential density calculations
 - iii. Total square footage (per unit/floor/building and combined total).
 - iv. Floor Area Ratio
 - v. Required and proposed parking
 - Total number of vehicle spaces per unit
 - Total number of accessible spaces
 - Total number of bicycle parking spaces (by long-term and short-term)
 - vi. Storage areas in square feet, including personal storage per unit
- l. List of any deferred permit submittals: photovoltaic (solar) panels, electric vehicle (EV) chargers, and fire sprinklers

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.**

3. SITE PLAN AND ZONING CALCULATION SHEETS

- a. North arrow and scale/graphic scale
- b. Existing and proposed site plan

- c. Location, dimensions, and distances between all existing to remain and proposed buildings
- d. All building setbacks from property lines and required building setbacks per zoning
- e. All building square footage
- f. Summary chart and graphical illustration of all required zoning calculations, such as:
 - i. FAR diagram
 - ii. Lot coverage (as percentage of site area)
 - iii. Pavement coverage (as percentage of site area)
 - iv. Open area calculations, including:
 - Common usable open area (total area in square feet with area dimensions and percentage of site area)
 - Private usable open area (square feet of private balcony/patio areas per unit and combined total)
- g. Dimensioned and labeled parking areas, parking stalls, loading spaces, driveway/driveway aisles, and pathways/paseos/sidewalks. Label guest, tandem, or mechanical-stacker spaces.
- h. Dimensioned property lines
- i. Street orientation and site access, including labeled street names, driveway, curb, gutter and public sidewalk locations
- j. Corner and driveway sight distance diagrams per City standards
- k. Site layout with residential lots, common lots, private streets, and public access paths/connections
- l. Dimensioned courtyards, plazas, and podium courtyards; show distance between building faces.
- m. All trees, fences and retaining walls
- n. Trash, recycling, and equipment enclosures. Label proposed containers or equipment.

MULTIFAMILY RESIDENTIAL APARTMENTS SUBMITTAL CHECKLIST

- o. Location of mechanical equipment (e.g., A/C, generators, cooling tower, pumphouse) at-grade, below-grade, or roof-mounted and screening treatments
- p. Any existing or proposed easements or encumbrances across the property, such as storm drains, water lines, or rights-of-way
- q. Creeks or waterways on, adjacent to, or within 50' of the project site with "top of bank" indicated.

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.

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, including:
 - i. Show rooftop equipment (e.g. HVAC units) and provide unit details, height, and distance from parapet/screen
 - ii. Include equipment screen location and details
 - iii. Show photovoltaic panel locations, mounting, and screening details.
- d. Foundation plan
- e. Construction details and sections, including:
 - 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.
 - ii. Building site sections showing roof and floor heights, site slope, vehicle or pedestrian ramps, basements, underground garages, underground vehicle pits, elevator/stair penthouses (existing and proposed). Include height measurements.
 - iii. Sections at adjacent property lines indicating any grade differentials, showing fence height, retaining walls, ground slope, etc.
- f. Dimensioned elevations and finishes, including:

- i. All sides of the building(s), including interior courtyards/podiums, and roof screens with color and 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 to peak of roof;
 - Roof parapet/screen, elevator/stairwell penthouse
- iii. Accessory structures, enclosures, trash enclosures, trellises/pergolas, etc.
- iv. Any proposed vertical landscape elements, such as fences, walls, etc.
- v. All exterior building surfaces, including showing how adjacent dissimilar materials connect
- g. Underground garage driveway ramp detail
- h. Door and window schedules
- i. Equipment schedules
- j. Paint and finish schedule, showing a color-coded elevation drawing of the proposed material and color selection on all building elevations.
- k. Exterior material and paint mock-up plan
- l. Plans must show information demonstrating compliance with:
 - i. Means of egress
 - ii. Accessibility upgrades/compliance
 - iii. Fire separation/protection
 - iv. Mountain View Codes
 - v. California Codes
 - vi. Mountain View Green Building Codes

6. **LIFE SAFETY SITE PLANS AND SPECIFICATIONS**

- a. Dimensioned fire apparatus access roads/lanes, including turnarounds
- b. Fire lane marking
- c. Offsite and on-site fire hydrants
- d. On-site wharf hydrants
- e. Fire Department connections
- f. Post indicator valves
- g. Fire backflow prevention assemblies
- h. Refuse areas (within 5 feet of combustible construction or building openings shall be protected with automatic fire sprinklers)
- i. Fire alarm control panel location
- j. Standpipe riser and hose Outlet Locations
- k. Fire extinguishers
- l. Smoke alarms

MULTIFAMILY RESIDENTIAL APARTMENTS SUBMITTAL CHECKLIST

- m. Carbon monoxide alarms
 - n. Knox key lockbox and switch
 - o. Elevator dimensions meeting stretcher requirements
 - p. Exit illumination, exit signs and emergency lighting
 - q. Panic and fire exit hardware
 - r. Stairway identification signs
 - s. Two-way communication system equipment and details
 - t. Emergency escape/rescue windows, ladder pads
 - u. Smoke control system requirements (if high-rise or includes atrium)
 - v. Fire command center (if high-rise)
 - w. Fire pump room (if applicable)
 - x. Elevation detail for the lowest level of Fire Department vehicle access
7. **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.), unless separate Improvement Plans are provided.
 - f. Grading quantity (cut and fill calculation)
 - g. Site contours and topography
 - h. Finish floor and pad elevation
 - i. The location, pipe sizes, slope, invert, and grate elevations of proposed underground storm drain system.
 - j. Hydraulic drainage calculations.
 - k. Drainage plan with stormwater treatment devices and site design measures to conform with the Stormwater Pollution Prevention Plan (SWPPP) and C.3 standards.
 - l. **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
 - Crawlspace or basement
 - Mechanical equipment (A/C unit, pumps, etc.) outside of Building
 - iv. Highest adjacent grade for Flood Zone AO
 - v. Flood resistant construction
8. **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 Completeness Review.
 - d. Compliance with sub-metering requirement per Senate Bill 7.
 - e. **If new utility services are proposed** within the public street or easement, plans must include (unless separate Improvement Plans are provided):
 - 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. Location (with labels) of backflow preventers, aboveground and belowground utility boxes, transformers, meter mains, fire standpipes, etc.
 - v. Overhead utilities and locations of existing joint poles. Indicate those to be removed and services to be placed underground.
9. **LANDSCAPE AND IRRIGATION PLANS**
- a. Identify all on-site, off-site, and street trees to be preserved by species and circumference (measured 54" above natural grade) and show tree protection fencing around any

MULTIFAMILY RESIDENTIAL APARTMENTS SUBMITTAL CHECKLIST

- trees within 6 feet of a proposed construction area.
 - b. 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).
 - c. Show existing trees on neighboring properties that overhang the project site.
 - d. Provide a summary table identifying botanical designation, circumference, and status of trees (e.g., retain, remove, relocate, new, Heritage Tree replacement). This table must be consistent with the provided arborist report.
 - e. Show new tree locations, species, and box size (e.g., 24", 36"). Show new and retained trees on a separate site plan.
 - f. Include irrigation plans
 - g. Detailed landscape/planting plans encompassing on- and off-site planting areas out to the street curb. The plans must include landscape material schedules, plant palettes, identification of native/non-native plantings, details for landscape installations, etc.
 - h. Existing (to be retained) and proposed sections and elevation drawings of all landscape architectural features, such as walls, fences, lighting, paving types (and patterns), arbors, benches, and fountains. Show scale/height, form, materials, and colors.
 - i. Trash enclosures, bicycle enclosures, etc. (must be screened with shrubbery).
 - j. Location of backflow prevention device on irrigation service
 - k. Corner and driveway site distance triangles per City standards.
10. **OTHER PLANS, DETAILS, AND CALCULATIONS**
- a. Construction plans and details
 - b. Occupant load/egress analysis diagrams
 - c. Allowable area calculations
 - d. Structural plans and details
 - e. Structural calculations
 - f. Electrical plans
 - g. Electrical load calculations
 - h. Photometric plan and lighting schedule
 - i. Photometric drawing, including footcandle numbers to the property line, extend a minimum of 25' beyond property lines.
 - ii. Manufacturer's spec sheets of proposed exterior lighting fixtures.
- i. Mechanical plans
 - j. Plumbing plans, including gas line diagram
 - k. Excavation and shoring plans. If shoring is proposed within the public street include the following:
 - i. Horizontal and vertical extent of the proposed shoring encroachment in the public street
 - ii. Plan and profile views of the public street showing clearances of existing utilities and proposed encroachment of shoring tiebacks, soil nails, piles, etc. A 36" minimum vertical clearance is required at crossings with City mains.
 - iii. Pothole locations on the plans and profile views verifying the utility information.
 - iv. Information and any necessary details regarding the abandonment of the tie-back system after construction
 - l. Equipment specifications
 - m. Special conditions
 - n. Include the [Blueprint for a Clean Bay](#)
 - o. Provide any supporting documentation
 - p. Title-24 energy calculations
 - q. Shut-down matrix for existing buildings with active Fire Alarm and Monitoring Systems
 - r. A completed [Mountain View Green Building Code \(MVGBC\) worksheet](#).
11. **OFF-SITE IMPROVEMENTS (SEPARATE PLAN SET)**
- a. Complete Off-site Improvement Plans following the [Improvement Plans Submittal Checklist](#), including, but not limited to:
 - i. Existing conditions/demolition plan
 - ii. Grading plan
 - iii. Utility plan
 - iv. Signing and striping plan
 - v. Traffic control plan
 - vi. Landscape and irrigation plan
 - vii. Joint trench plan
- 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.

MULTIFAMILY RESIDENTIAL APARTMENTS SUBMITTAL CHECKLIST

3. A **SOIL OR GEOTECHNICAL REPORT** prepared by a geotechnical or soils engineer describing the soil conditions on site for the building.
 4. An **ARBORIST REPORT** and completed **WATER CONSERVATION IN LANDSCAPING REGULATIONS** forms, including:
 - a. Complete worksheet(s) demonstrating compliance with Water Conservation in Landscaping Regulations available at www.mountainview.gov/planningforms.
 - b. Provide an Arborist Report prepared by an ISA certified arborist identifying all trees on and adjacent to the project site which may be impacted by development and includes: tree species, health, size (circumference measured 54" above natural grade), Heritage or City-street tree designation, and proposed status (e.g., remove, retain, relocate), accompanied by a graphic site plan labeling all tree locations.
 5. A current **TITLE REPORT** (no less than 6 months old) and **LEGAL ENTITY NAME** to be listed in all City agreements and recorded documents on the property, along with proof of authorized signatory.
 6. Provide one electronic of the draft **COVENANTS, CONDITIONS, AND RESTRICTIONS (CC&RS)**, along with a completed [CC&R form](#). A separate review fee is required for this item and will be collected by Planning Staff after submittal.
 7. **PROJECT MANUAL AND SPECIFICATIONS**
 8. Provide the following **COMPLETED FORMS**:
 - a. [Change of Address](#)
 - b. [Self-Certification Plumbing Fixtures](#)
 - c. [Self-Certification Smoke & Carbon Monoxide Alarms](#)
 9. Provide a **TRASH MANAGEMENT PLAN** with the following:
 - a. In the plan set, include:
 - i. Trash enclosures or trash room locations and dimensions
 - ii. Trash collection staging areas.
 - iii. Path of travel for containers to collection vehicle
 - iv. Travel path for collection vehicles from the street
 - b. Completed Trash Management Plan Worksheet.
 - c. Set up an account for your project's Construction and Demolition Waste Tracking prior to issuance of building permit: [Waste Diversion Tracking Program](#)
 10. An **EXCAVATION PERMIT APPLICATION** must be provided for all work within the public street, including utility improvements and connections (e.g. water meter, water service, sewer lateral, driveway approach, sidewalk).
 11. Any **FIRE SPRINKLER/ALARM DEFERRED PERMIT**, including:
 - a. [Underground Fire Service](#)
 - b. [Fire Sprinkler System](#) (new or modified)
 - c. [Fire Alarm](#)
 - d. [Emergency Responder Radio Coverage](#)
 - e. Smoke Control System Report, if high-rise design or building has an atrium.
 12. Provide a **CONSTRUCTION MANAGEMENT PLAN** which includes:
 - a. Truck route for construction and delivery trucks
 - b. Location of construction vehicle and equipment parking area, material storage and lay-down area, sanitation facilities, and construction trailer locations for each phase of construction.
 13. Documentation and reporting demonstrating compliance with any adopted **MANDATORY ENVIRONMENTAL MITIGATION MEASURE(S)** for the project per the California Environmental Quality Act.
 14. A **TRANSPORTATION DEMAND MANAGEMENT (TDMP) PLAN** consistent with the project's required TDM measures.
- C. The following additional information may be required, depending on circumstances:**
1. Any project with required **TENANT RELOCATION ASSISTANCE**, must enter into an agreement with the City for third-party tenant relocation assistance services and provide the following:
 - a. Copies of written tenant notifications (letters) regarding pending redevelopment.

MULTIFAMILY RESIDENTIAL APARTMENTS SUBMITTAL CHECKLIST

- b. Proof funds have been placed into an escrow account for the estimated relocation assistance payments.
 - c. Copy of County recorded summary memorandum of tenant relocation requirements (can be a conforming copy), or any documentation from the City/City relocation consultant verifying tenant relocation requirements have been completed.
2. If permit includes **AFFORDABLE HOUSING (BELOW-MARKET-RATE) UNITS**, must provide the following information for the BMR Agreement:
 - a. A current Title Report or Grant Deed (no less than 6 months old)
 - b. Name of entity to be named in the agreement
 - c. Name of authorized signatory.
 - d. Updated construction timeline estimate
 - e. Assessor parcel number(s)
 - f. A site map/floor plan(s) with BMR units clearly labeled
 3. If **CONSTRUCTING 15,000 SQUARE FEET OR MORE** with a building permit, then complete the Responsible Construction Acknowledgement of Responsibility form in accordance with the [City's Responsible Construction Ordinance](#).
 4. 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.
 5. 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.
 6. If **CREATING OR REPLACING GREATER THAN 5,000 SQUARE FEET OF IMPERVIOUS SURFACE** on a multifamily 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.
7. 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.
 8. 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 new **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.
 9. If **A SUBDIVISION MAP OR LEGAL PLAN REVIEW IS INCLUDED** in your project, then provide the following:
 - a. For [a Lot Line Adjustment](#), provide a [Legal Description and Plat submittal](#).
 - b. For any easement dedications by grant deed and/or requests for shoring encroachment, provide a [Legal Description and Plat submittal](#).
 - b. For a Parcel Map or Tentative Map, provide a Final Map following the Public Works [Parcel and Final Tract Map Submittal Checklist](#).
 10. If the site is within the City's current or future recycled water service area, **RECYCLED WATER PLANS** shall be prepared in accordance with the City's Customer Guidelines for Recycled Water Use (Guidelines) and submitted with your building permit.
 11. If you are proposing an alternative method of code compliance that meets the intent of the Building or Fire Code, complete an **ALTERNATIVE MATERIALS AND METHOD** form.
 11. If the property has **ANY PREVIOUS INCOMPLETE BUILDING/FIRE PERMITS** or did not receive a final

MULTIFAMILY RESIDENTIAL APARTMENTS SUBMITTAL CHECKLIST

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 license 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.
2. Prior to final inspection, if subject to the City's **RESPONSIBLE CONSTRUCTION ORDINANCE**, complete the [Pay Transparency Certification form](#).
3. Prior to final inspection and occupancy, must provide the **FIRE DEPARTMENT ON-SITE DRAWINGS** and [specifications](#).