



BUILDING PLAN SUBMITTAL CHECKLIST

www.ci.atherton.ca.us

Town of Atherton
Building Department
80 Fair Oaks Lane
Atherton, California 94027
Phone: (650) 752-0560

The following items, depending on the actual project, must be provided to the Building Department at the time of plan check submittal. Incomplete plans may be rejected as incomplete without review.

All documents must be submitted to <https://www.ci.atherton.ca.us/543/Building-ePlan-Submittal>

For Building Permits provide: [Application](#), [Square footage worksheet](#) ((1 copy of all plans (1/4" = 1' ----- note: smaller scales may be approved on a case by case basis) and 1 set of related studies and calculations are required.))

Plans Must Include:

- ___ The Cover Sheet must contain all of the following information: Complete Design Criteria; Occupancy Type; List all Special Inspections; List all Deferred Submittals, Plan Index of all sheets included in the plan set; Designer's name, address, and contact information; Indicate if the structure has, or will have, residential fire sprinklers.
- ___ Zoning, setbacks, buildable area, and building heights
- ___ In addition to Planning allowable area calculation, actual structure square footages are required;
Note: This is usually different than allowable square footages used for Planning purposes.
- ___ Owner's name, address, and contact information
- ___ Each plan sheet must be signed by the designer, architect, engineer, draftsman, or homeowner responsible for preparing the plans.
- ___ Complete Site Plan showing all setbacks and trees
- ___ [Construction, Operations, and Parking Plan \(COP\)](#)
- ___ [Tree Protection Plan](#); Note: Tree protection must be installed and approved by the Town Arborist prior to any permits being issued.
- ___ Demolition Plan, if applicable, for additions or remodels; Note: For complete demolitions see the [demolition checklist!](#)
- ___ Roof Plan; Floor Plan; Foundation Plan; Elevations
- ___ Building Sections, including all construction details and shear transfer
- ___ Door and Window schedules, including U-factors coordinated with the energy documents
- ___ Structural Plans, one complete set, and one set of calculations and trusses, as applicable
- ___ Geotechnical Report, one copy of the report and one copy of the letter from the geotechnical engineer stating that they have reviewed the project plans and have found that the recommendations from the Geotechnical Report have been properly incorporated into the project plans.
- ___ Electrical Plans: switches, plugs, lights, fixture and equipment locations and layouts. Wire size, conduit size, panel calculations, single line drawing service and feeders are required for commercial projects and maybe be required for complex residential projects. (See "[Deferred Submittal and Permit Guidelines](#)" for services over 600 amps which applies to residential work).
- ___ Mechanical Plans: layouts must include equipment locations, duct sizing, register size and locations, combustion air, radiant heating boiler locations, tubing sizing and layout, etc. (See "[Deferred Submittal and Permit Guidelines](#)" for duct sizing and designs).
- ___ Plumbing Plans: fixture layout, water, DWV and gas pipe sizing. (See "[Deferred Submittal and Permit Guidelines](#)" for Gas Pipe Sizing), Water supply pipe material and size, drainage waste & vent pipe material and size, isometric drawings are required for Commercial and are generally required for complex residential projects.
- ___ Waterproofing plans when basements are proposed
- ___ Title 24 Energy Calculations with all required features called out on the plans
- ___ California Green Building Code Mandatory Measures (No point system or Tiers required).
- ___ Completed Special Inspection Agreement Form ([available online](#))



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When needed, the following require a separate submittal package:

- Grading Permit** – (Complete the Grading [Submittal Checklist](#). If a permit is required a complete separate submittal is also required, including 1 set of all plans and 1 set of related studies and calculations.
- Landscape Screening Plan:** Can be deferred to framing inspection. ([Deferred Application](#))
- WELO (Water Efficient Landscaping plan):** Can be deferred up to time of landscape or irrigation installation. ([Deferred Application](#))

- **See the “FAQ - What needs a Separate Permit”** at <https://www.ci.atherton.ca.us/DocumentCenter/View/6089/FAQ-What-Needs-a-Seperate-Permit-rev--12-20-2018> for additional detailed information.

- **See “Deferred Submittal and Permit Guidelines”** at <https://www.ci.atherton.ca.us/DocumentCenter/View/2973> for additional detailed information.

- **Contractor Requirements for a Building Permit:**
 - A Town of Atherton [Business License](#) is required for the Primary Contractor prior to permit issuance. Note: A Town of Atherton “Subcontractor List” must be completed *prior to the final inspection* to ensure that all subcontractors have a town business license. This form is available on our website. <https://www.ci.atherton.ca.us/DocumentCenter/View/73>
 - Contractor information including license number, contact information, email and worker’s compensation insurance information is required.

- **Other Agencies Approval/Acknowledgement. After submitting directly to the agency, provide one copy of the approval or acknowledgement letters for:**
 - Menlo Park Fire Protection District Approval letter <https://www.menlofire.org/plan-submittal>

 - School district notification indicating that impact fees have been paid or waived <https://www.seq.org/DEPARTMENTS/Administrative-Services/Maintenance--Operations/School-Impact--Developer-Fees/index.html>

 - BAAQMD (“J Number”) required for projects that include demolition <https://www.baaqmd.gov/permits/asbestos>

- **Permit Applications, Fees & Forms:** <https://www.ci.atherton.ca.us/153/Permit-Applications-Fees-Forms>

- **Other Permit checklists are available at:** <https://www.ci.atherton.ca.us/154/Submittal-Checklist>
For General Demolition Permits, Pool Demolition, Water Wells, Grading and Drainage, Generators, Landscape Screening, WELO and Swimming Pools

Note: Be prepared to pay your building plan check fees. You may submit your payment either in person or through the mail. We can only release your plan check comments or approval once fees are paid. (Other fees, such as: Planning Applications, Tree Permits, and Grading and Drainage fees may also be due at plan submittal).

The Town does not accept Credit Cards.