PLAN CHECK REQUIREMENTS
NEW MULTIFAMILY DWELLINGS

THESE REQUIREMENTS APPLY TO BUILDING PERMITS SUBMITTED ON OR AFTER JANUARY 1, 2024

Pursuant to Assembly Bill No. 2234, post-entitlement phase permit applications shall provide all of the following information to be deemed complete for building permit application review. For specific requirements for a particular project, please consult with the Building Division at the One-Stop Permit Center, City Hall between the hours of 8:00 -12:00 and 1:00 - 5:00 pm Monday through Friday or call 408-730-7444.

To submit for building permit applications, upload all of the following required construction documents to the Public Portal for review.

Public Portal: https://sunnyvaleca-energovpub.tylerhost.net/apps/SelfService#/home

Additional Instructions: E-OneStop Help Manual

Building:

1. Submit Building Permit Application : Building and Fire Permit Application	☐
2. New address request application.	☐
3. All plan sheets shall be stamped and wet signed by the appropriate architect, engineer or designer. Electronic signatures may be acceptable if approved by the jurisdiction (B & P Codes 5536.2 or 5537)	
4. A complete TITLE SHEET shall be provided with all the following information: a) A complete scope of work for the proposed project. b) Occupancy type, type of construction and square footage of all proposed structures. c) Current Code Editions (2022 CRC, CBC, CEC, CMC, CPC, CGBSC, 2022 CA Energy Code, Sunnyvale Municipal Code). d) A complete sheet index that identifies all plan sheet numbers as well as the content of each designated sheet. e) All Special Inspections required either by the Engineer/Architect of Record or as designated in the provided Energy Compliance Report (HERS Verifications). f) All structural criteria, such as Ground Snow Load, Seismic Design Criteria and Wind Speed including Exposure. All projects with a Licensed Architect or Engineer shall include all structural information required per CBC 1603. g) Clearly identify all the required compliance measures for the proposed structure(s) from the Energy Compliance Report. This shall include all the following: i. Heating/Cooling source AFUE, SEER and EER. ii. Duct insulation R- Value. iii. Window SHGC and U Factor iv. Wall, Floor and roof/ceiling insulation R-Value v. Water heater type and efficiency requirement	☐

vi. Identify Radiant Barrier if applicable vii. Identify Cool Roof if applicable viii. Identify slab insulation if applicable (hydronic floor systems) h) Flood Zone designation i) Fire Sprinkler information j) List of "Deferred Items" (truss calculation, stairway shop drawings, etc) and Deferred items as a Separate Permit (fire suppression systems, photovoltaic, etc.) k) Provide allowable area calculations to confirm the size of the building complies with the California Building Code based on the construction type and new occupancy. l) Provide required parking analysis, including mandatory accessible parking spaces, EVCS, and accessible EVCS. m) Accessible and adaptable unit calculations and identify the method of compliance.	
5. Site Plan: a) Street Address labeled b) Lot dimensions provided c) Identify all fire separation distances to all property lines d) Identify and dimension all easements e) Incorporate an accessibility exhibit showing interconnections between the public right of way/site arrival points and all accessible elements within the site. f) Show locations of standard parking spaces, accessible parking spaces, EVCS, and accessible EVCS.	☐
6. Demolition Plan: Identify existing structure(s) to be demolished. **Note:** Demolition work shall be issued as a separate permit for each building on site.	☐
7. Floor Plan: a) Show proposed overall floor and unit plans, fully dimensioned b) Label the use of all rooms and specify occupancy classifications. c) Provide an egress plan for the entire building showing exiting from all rooms/spaces to the public right-of-way. d) Identify fire walls, barriers, and partitions on plans. Cross reference appropriate details. e) Identify emergency escape openings with size, operation, and type of windows and doors f) Outline line all required accessible clear floor space and maneuvering clearances within units. g) Show required natural light and ventilation in habitable rooms or bathrooms by means of openable exterior wall openings with the area of the opening identified. h) Show door landings required and illumination at all exterior doors i) Indicate required clearances at all fixtures j) Call out locations of smoke and carbon monoxide alarms	☐
8. Elevation Plan: a) Show north, east, south, west elevation b) Indicate the building height and number of stories c) Label natural and finished grades d) Identify emergency escape and rescue windows e) Note exterior finish, including wall and roofing materials f) Show crawl space and attic vents. Include required ventilation area calculations. g) Specify Roof Pitch	☐

9. Roof/ceiling & Floor Framing Plan: a) Note framing members and sheathing for floor and roof plans, framing for ceiling plans, etc. b) Show the size and spacing of joists, rafters, and beams with the grade of lumber to be used. c) Show roof slope(s), drain(s) and overflow drain(s) or scupper(s) on the roof plan. Provide a detail of the roof drain and overflow system.	☐
10. Foundation Plan: a) Identify exterior and interior footing locations with appropriate details references. b) Identify and note the locations, type and size of anchor bolts, rebar, straps, hold-downs, connectors etc. on plans. c) Certificate of Flood Elevation "Construction Drawings" – as applicable.	☐
11. Architectural and Structural Details: a) Exterior wall covering b) Projection details (eaves, balconies, porches, etc) c) Guards/Handrails d) Stairways e) Skylight f) Protection of wood and wood based products from decay g) Landings and thresholds h) Site-specific fire-rated walls, openings and penetrations conditions and details, including duplication of listed assembly number and specifications. i) Door and window schedules with hardware specifications. j) Fire dampers, smoke dampers, combination fire/smoke dampers, draftstopping and ceiling radiation dampers details. k) Elevator details l) Assemblies in compliance with preventing sound transmission.	☐
12. Electrical, Mechanical, & Plumbing Plans a) Identify location and size of main electrical service panels. b) Provide electrical load calculations c) Show required electrical and lighting outlets with required lighting controls. d) Identify locations of plumbing fixtures and required clearances and flow rates. e) Provide single line electrical diagram. f) Identify size and locations of sewer and gas lines. g) Provide isometric gas and sewer sizing diagram. h) Specify locations and types of mechanical equipment/appliances.	☐
13. Title 24 Energy Report/Certificate of Compliance Forms (To be to incorporated into the plan sets)	☐
14. Structural Calculations	☐
15. Geotechnical/Soil Report	☐
16. Clean Bay Blueprints: Clean Bay Blueprint	☐
17. Provide Storm Water Management Plan andinclude an approval letter (stamped and	

signed) from the qualified third party agency stating that the Storm Water Management Plan complies with the requirements of the Sunnyvale Municipal Code section 12.60. The qualified third party agency shall also review plans that may affect the Storm Water Management Plan (e.g. grading, utility, and landscape plans) and stamp the plans as "no conflict" with the Storm Water Management Plan.	☐
18. City of Sunnyvale Calgreen Checklist: Sunnyvale Calgreen Checklist	☐

Planning:

1. Reproduce Planning Approval Letter and conditions of approval on the coversheet.	☐
2. Planning Division's Multi-Family & Mixed-Use Submittal Checklist – Planning Submittal Checklist	☐

Engineering:

1. Site Plan: a) Show property line between property and public right-of-way b) Identify public sidewalk(s) and driveway approach c) Location, type and dimensions of easement(s) within parcel d) Identify utilities on plans. Show size and locations of service laterals, water meter(s), and sewer cleanouts.	☐
2. Details: a) Provide and cross reference driveway approach details.	☐

Environmental Services:

1. Proof of Green Halo Waste Management Plan Submittal	☐
2. Identify locations of trash receptors on plans.	☐

Fire:

1. Provide site plans showing fire department vehicle access. Access shall not cross property lines unless easements are provided.	☐
2. Provide utility plans showing all new and existing public and private hydrants. Where a portion of the facility or building (including surface parking areas) is more than 300 feet from a hydrant on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building, onsite fire hydrants and mains shall be provided. Plan shall show all existing and proposed hydrants within 300 feet of the project site. (SMC 507.5.1)	☐
3. Provide utility plan that shows back flow device, FDC, onsite hydrants, and fire water	

supply lines. identifies the location, number, and type of all existing and proposed public and onsite hydrants within 300 feet of the site. (507.5.1)	☐
4. Approved fire apparatus access roads shall be asphalt, concrete or another approved all weather driving surface capable of supporting the imposed load of fire apparatus weighing at least 90,000 pounds. (Appendix D102, SMC D102.1)	☐
5. Construction plans shall include a Fire Apparatus Access Road and Hydrant Plan page that clearly: a) identifies the location, number and type of all existing and proposed public and onsite hydrants within 300 feet of the site, b) identifies the location and dimensions of all fire apparatus access roads, including turning radius and turnarounds, and c) illustrates that every portion of the facility and every portion of the exterior walls of the first floor of every building is within 150-feet of an approved fire apparatus access road.	☐
6. Provide hose reach diagram that illustrates that every portion of the facility and every portion of the exterior walls of the first floor of every building is within 150-feet of an approved fire apparatus access road. Provide hose reach diagram to all new and existing buildings. (CFC 503.1.1)	☐