



PLAN CHECK REQUIREMENTS TOWNHOUSE UNITS

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: [E-OneStop Online Services](#)

Additional Instructions: [E-OneStop Help Manual](#)

Definition (SMC 16.17.060):

Townhouse Units. Each townhouse unit shall be considered a separate building and shall be separated by fire-resistance rated wall assemblies meeting the requirements of Section R302.1 for exterior walls.

Building:

1. Submit Building Permit Application : Building and Fire Permit Application	<input type="checkbox"/>
2. New address request application.	<input type="checkbox"/>
3. Provide utility plan that shows back flow device, FDC, onsite hydrants, and fire water 3. All plan sheets shall be stamped and wet signed by the appropriate architect, engineer or designer. Electronic signatures maybe acceptable if approved by the jurisdiction (B & P Codes 5536.2 or 5537)	<input type="checkbox"/>
4. Site Plan: a) Street Address labeled b) Lot dimensions provided c) Identify all fire separation distances on to all property lines d) Identify all easements e) Incorporate accessibility exhibit showing interconnections between the public right of way/site arrival points and all accessible elements within site. f) Show locations of provide standard parking spaces, accessible parking spaces, EVCS, and accessible EVCS.	<input type="checkbox"/>
5. Demolition Plan: Identify existing structure(s) to be demolished.	

Note: Demolition work shall be issued as a separate permit per building on site.	<input type="checkbox"/>
6. Floor Plan: <ul style="list-style-type: none"> a) Show proposed overall floor and unit plans, fully dimensioned b) Label 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, 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 an area. 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 	<input type="checkbox"/>
7. Elevation Plan: <ul style="list-style-type: none"> 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 g) Specify Roof Pitch 	<input type="checkbox"/>
8. Building Cross Sections in two orthogonal Directions: <ul style="list-style-type: none"> a) Show plate height, ceiling profile, insulation, crawl space, grades, etc. b) Call out roof slopes, earth to wood clearances. Etc. c) Ceiling height clearances d) Cross section of garage ramps and underground parking areas. 	<input type="checkbox"/>
9. Roof/ceiling & Floor Framing Plan: <ul style="list-style-type: none"> a) Note framing members and sheathing for floor and roof plans, framing for ceiling plans etc. b) Show size and spacing of joists, rafters, and beams with 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. 	<input type="checkbox"/>
10. Foundation Plan: <ul style="list-style-type: none"> 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) Provide specifications for roofing material and application. Include fire-retardant roof classification, manufacturer's name and ICC/UL/SFM report number. d) Certificate of Flood Elevation "Construction Drawings" - as applicable. One certificate for each legal lot. 	<input type="checkbox"/>
11. Architectural and Structural Details:	

<ul style="list-style-type: none"> 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 threshold 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. m) Roof and balcony waterproofing details. 	<input type="checkbox"/>
<p>12. Electrical, Mechanical, & Plumbing Plans</p> <ul style="list-style-type: none"> 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 a single line electrical diagram. f) Identify the size and locations of sewer and gas lines. g) Provide an isometric gas and sewer sizing diagram. h) Specify locations and types of mechanical equipment/appliances. 	<input type="checkbox"/>
13. Title 24 Energy Report/Certificate of Compliance Forms (To be to incorporated into the plan sets)	<input type="checkbox"/>
14. Structural Calculations	<input type="checkbox"/>
15. Geotechnical/Soil Report	<input type="checkbox"/>
16. Clean Bay Blueprints: Clean Bay Blueprints	<input type="checkbox"/>
17. Provide Storm Water Management Plan and include 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.	<input type="checkbox"/>
18. City of Sunnyvale Calgreen Checklist: Sunnyvale CalGreen Checklist	<input type="checkbox"/>

Planning:

1. Reproduce Planning Approval Letter and conditions of approval on the coversheet.	<input type="checkbox"/>
2. Planning Division's ADU Submittal Checklist: Planning Submittal Checklist	

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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, and sewer cleanout.	<input type="checkbox"/>
2. Details: a) Provide and cross reference driveway approach details.	<input type="checkbox"/>

Environmental Services:

1. Proof of Green Halo Waste Management Plan Submittal	<input type="checkbox"/>
2. Identify locations of trash receptors on plans.	<input type="checkbox"/>

Fire:

1. Provide site plans showing fire department vehicle access. Access shall not cross property lines unless easements are provided.	<input type="checkbox"/>
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)	<input type="checkbox"/>
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)	<input type="checkbox"/>
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)	<input type="checkbox"/>
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.	<input type="checkbox"/>

<p>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)</p>	<input type="checkbox"/>