



Building & Safety Division

Community Development Department
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Visit us at: www.ci.gilroy.ca.us

PLAN CHECK FREQUENTLY ASKED QUESTIONS

PLAN CHECK:

B1. What are the submittal requirements for a residential project, or a commercial project?

We do have submittal guideline for residential or commercial projects. Please contact the Building & Safety Division and we will happy to email you a copy. You can also visit our website to obtain these submittal requirements.

B2. What edition to the codes shall we design to?

Editions of the following codes adopted by Ordinance 2013-11 and 2013-10, effective January 1, 2014.

On or after January 1, 2014, all buildings or structure shall be erected, constructed, enlarged, altered or repaired in accordance with the new codes.

- Gilroy City Code (**GCC**)
- 2013 California Building Code (**CBC**)
- 2013 California Residential Building Code (**CRC**)*
- 2013 California Green Building Standards Code (**CALGREEN**)
- 2013 California Electrical Code (**CEC**)
- 2013 California Plumbing Code (**CPC**)
- 2013 California Historical Building Code (**CHBC**)
- 2013 California Fire Code (**CFC**)
- 2013 California Mechanical Code (**CMC**)
- 2012 International Property Maintenance Code (**IPMC**)
- 2013 California Energy Code (**CEnC**)
- 2013 California Existing Building Code (**CEBC**) and 2012 International Existing Building Code (**IEBC**) Appendix A1, A2, A3, A4, and A5

B3. What other Ordinances affect construction in the City of Gilroy?

- * [Shopping Cart Ordinance 2007-10](#)
- * [Construction and Demolition Ordinance 2007-20](#)
- * [Building Security Ordinance 85-17](#)
- * [Building Security Ordinance amended by 2002-19 to require - PUBLIC SAFETY RADIO SYSTEM to support the City's Public Safety Communications System in any structure over 10,000 square feet](#)
- * [Hours of Construction 2004-15](#)
- * [URM Ordinance 2007-06, 2006-19, 20](#)
- * [Wood Burning Appliances 2005-06](#)
- * [Repair Ordinance 2008-08](#)
- * [Fire Code Amendments](#)
- * [Building Code Amendments 2008-03](#)

B4. What amendments has the City of Gilroy adopted to the codes?

Amendments to the adopted codes can be found in Ordinance [2013-10](#) and [2013-11](#). It is currently available on our website. A copy can also be email to you if you wish. Please call (408)-846-0541.

B5. What design criteria should I use for the City of Gilroy?

- **Seismic Design Category (SDC):** D (Section 1613, CBC)
- **Wind Speed & Exposure:** 110 mph, Surface Roughness Category C, and Wind Exposure C
- **Climate Zone:** 4 (Fig A101-A, CEnC)
- **Soil Bearing Pressure:** 1500 pounds per square foot (psf) or in accordance with the soil report. Due to expansive soil conditions in Gilroy, a soil report is required for all new construction projects (Section 1803, CBC). Please contact the Building Division if you have any questions.
- **Maximum Rainfall:** 1.5 inches per hour. (Table D-1, CPC)
- **Climatic and Geographic Design Criteria (CRC Section 301.2)*:**
 - ✚ **Ground Snow Load:** NA
 - ✚ **Wind Design Speed:** 110 mph (see exception)
 - ✚ **Seismic Design Category:** D₂, CRC Section R301.2.2.1 for SDS=1.0 in the City of Gilroy
 - ✚ **Air Freezing Index:** See Table 403.3(2), CRC
 - ✚ **Mean Annual Temperature:** 59.7 degrees Fahrenheit
 - ✚ **Subject to Damage From:**
 - ❖ **Weathering:** No
 - ❖ **Frost Line Depth:** 12 inches
 - ❖ **Termite:** Very High
 - ❖ **Winter Design Temperature:** 32 degrees Fahrenheit
 - ❖ **Ice Barrier Underlayment Required:** No
 - ❖ **Flood Hazards:**
 - ✓ City of Gilroy has participated in the NFIP since 8/1/1980 (Ordinance 98-17 adopted 9/8/98)
 - ✓ Last Flood Insurance Study was completed on June 29, 2009
 - ✓ Map Number 06085CIND0A, C0619H, C0636H, C0637H, C0638H, C0639H, C0643H, C0752H, C0756H, C0757H of 830 (Effective Date May 18, 2009)

*applicable only to one- and two-family dwellings

For additional information regarding to your next project, please visit the Building & Safety Division at (408) 846-0451 or our website at:

http://www.cityofgilroy.org/cityofgilroy/city_hall/community_development/bles/building/.

B6. How many sets of plans to I need to submit?

Plans:

- **New Commercial & Industrial** – 5 of which 2 sets shall be wet stamped and signed
- **New Residential** - 4 (5 if Hillside Construction) of which 2 sets shall be wet stamped and signed
 - Model plans must include reverse plans for foundation, floor plans and building sections.
 - For subdivisions, submit an 8" x 11" plot plan, including address, tract number, lot number, setbacks, lot drainage, utilities and street furniture.
- **Tenant Improvements** – 4 of which 2 sets shall be wet stamped and signed

- **Residential Alterations** – 4 of which 2 sets shall be wet stamped and signed

Calculation and Soil Reports:

T24 Energy Calculation - 2 sets

Structural Calculations - 2 sets shall be wet stamped and signed

Soil Report - 2 sets

The final, approved plans for Commercial, Industrial, Dwellings - 3 or more stories in height, and Condo projects must also be submitted in digital format before permit issuance.

As-built plans for Commercial and Industrial projects must be submitted in digital format before issuance of a Certificate of Occupancy.

B7. What is the turnaround time for my project?

The turnaround time depends on the size of the project. It can range from over- the-counter to a maximum turnaround time of 6 weeks. Some projects, such as re-roofs, water heaters, window replacements, termite repair work, etc., can be fully permitted over-the-counter, meaning a return trip won't be needed. Please visit the Building & Safety Division at 7351 Rosanna St, Gilroy

B8. When do I need to submit for plan review at the Health Department?

Plans for restaurants, bars, grocery stores and other food type occupancies shall also be submitted to the County Health Department.

3 sets of plans must be submitted to:

Santa Clara County Environmental Health

Consumer Protection

1555 Berger Drive, Suite 300

San Jose, CA 95112-2716

Environmental Health questions? Call: (408) 918-3400

Fax: (408) 258-5891