



Development Service Center

Hipolito Olmos C.B.O. Building Division
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 Visit us: www.cityofgilroy.org

New Project Plan Check Submittal Checklist

Project Name: _____ **Project Address:** _____ **Permit #:** _____

Residential: **New** **Addition** **Remodel** **Other:** _____

Non-Residential (Commercial, Multifamily): **New** **Addition** **Tenant Improvement** **Other:** _____

	Documents	Applicant Please Check if Provided	Complete by Staff	
			Required?	Provided?
General	Complete Building Permit Application Form	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Complete Green Building Worksheets	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Cost Estimate to Establish Valuation. Itemized contractor's contract may be requested.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Supporting Documents	Structural Calculations and Specifications (All pages numbered) (2 copies-stamped and signed)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Soil Report (2 copies-stamped and signed)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Title 24 Energy Calculation (2 copies)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Health Department Approval for restaurants or other food facilities (2 separate sets of Health approved plans must be submitted)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Construction Plans/Calculations	Project Data (Construction Type, Occupancy, Sprinkler, Stories, sq. ft., etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Scope of Work on Cover Sheet	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
	A/S Approval Conditions printed on the Plan if A/S is required. Planning Dept. to verify	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Site Plan (North arrow, setbacks, easement, adjacent building and occupancy, location of driveways & trees)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Demolition-Obtain BAAQMD J # & C&D Ordinance	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Architectural (Roof and Floor Plans)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Architectural Interior/Exterior Elevations	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Building Sections/details (fire rated walls, floors, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Accessibility Details (for Commercial and Multifamily)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Structural Roof Framing/Floor Framing/Foundation Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Structural Details (shear transfer, lateral system, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
	T24 (Energy) Forms Required on plans	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Grading Plan (cut/fill, erosion, drainage, utility-water, storm, sewer, electric)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If Alternate Power System (PV, solar (water only)), request for HOA letter, PG&E letter, Engineering Calc per guideline	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical Plans	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No

To be filled out by Applicant

I understand that an incomplete plan check submittal may result in delays in my plan check.

Owner Architect Engineer Contractor Lic.# : _____ Tenant Other _____

Applicant Name (Print): _____ Contract Phone No.: _____

Applicant Signature: _____ Date: _____

Counter Staff will review this checklist prior to plan check submittal to ensure completeness in accordance to the submittal guideline.

Staff: _____ Date: _____ Due Date: _____