



# BUILDING PLAN SUBMITTAL CHECKLIST

[www.ci.atherton.ca.us](http://www.ci.atherton.ca.us)

**Town of Atherton**

**Building Department**

**80 Fair Oaks In**

**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 returned as incomplete without review. All documents must be submitted to [The Building Department ePlan Submittal Portal](#).

**For Building Permits provide:** Digitally submit a [Building Permit Application](#) form and [Square Footage WorkSheet](#) And all construction documents/Plans (*All plans shall be 1/4" = 1', (smaller scales may be approved on a case by case basis)*) and Construction documents inc. Plans, related studies and calculations must be signed by the designer responsible for that document)

## 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: Prior to permit issuance Tree protection must be installed and inspected
- 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, three complete sets, and two sets 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 civil plans and 1 full set of related studies and calculations.)

\_\_\_ **Landscape Screening Plan:** Can be deferred to framing inspection. ([Deferral Request Form](#) )

\_\_\_ **WELO (Water Efficient Landscaping plan):** Can be deferred up to time of landscape or irrigation installation. ([Deferral Request Form](#) )

- See the [“FAQ - What needs a Separate Permit”](#)

- See [“Deferred Submittal and Permit Guidelines”](#)

- **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.

\_\_\_ 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

\_\_\_ [School district notification](#) indicating that impact fees have been paid or waived

\_\_\_ BAAQMD (“J Number”) required for projects that include demolition

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

- **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.**