

What are Over-the-Counter Plan Check?

Over-the-Counter Permitting is a process in which the Building Office and Planning Office review your plans on the same day.

Projects eligible for Over-the-Counter Plan Check

Residential: Single Family Dwellings: (Only conventional light wood frame construction per 2016 California Residential Code)

- Single-story additions less than 500 square feet; **or**
- Single-story deck, patio cover, patio enclosure, trellis (greater than 50% open), less than 500 square feet; **or**
- Interior alteration (remodel) or repair of minor fire damage (amount of estimated contract price required); **or**
- Roof pitch change, new roof structure, siding, fence over 6' high, **or**
- Garage conversion less than 500 square feet; **or**
- Detached accessory structures: garage, carport, storage building, barn stable, greenhouse (1 story, less than 500 square feet).
- *See exclusions.*

Commercial (non-residential): (All submittals require amount of estimated contract price)

- Non-electric signs (with ASA approval from Planning Office); **or**
- Minor interior alterations of office (B occupancy) or retail space (M occupancy), with no change of occupancy, exiting or structural systems; **or**
- Minor handicapped accessibility upgrades

Exclusions (projects **not** eligible for Over-the-Counter Plan Check)

- Violations or work started prior to permit issuance
- Storage or use of hazardous materials in any amount
- Detached building with more than 2 plumbing fixtures
- Secondary or new dwellings
- Second story additions or construction
- Revisions to plans or projects which are under construction
- Structures with fire sprinkler systems
- Retaining Walls
- Photovoltaic systems
- Solar water heating systems
- Swimming pools and spas
- Buildings located in Special Flood Hazard Area
- New buildings located in Wildland Urban Interface

Information you will need **before** your plans are prepared:

For plan requirements refer to the *yellow* handout, "Building Permit Application Requirements", located at the Building Office counter.

- **Planning Office Staff** will provide information about zoning, setbacks, design review, architectural review, building site approval, permitted uses, height limitations, site plan requirements and Planning Office fees.
- **Building Office Staff** will answer questions about requirements for applications, California Building, Electrical, Mechanical and Plumbing Codes, permits, fees, inspections.

Application materials you will need:

Permit Application Information Sheet

- At the Building Office counter, fill out the yellow building permit application information sheet when you submit your plans. Two sets of plans and supporting documents are required for residential projects, 3 or 4 sets for non-residential projects.

Assessor's Parcel Map

- Provide an Assessor's Parcel Map, which may be obtained free of charge from the Assessor's website at www.sccassessor.org/ or from the Assessor's Office on the 5th floor for a fee.

Verification of Sewer Connection

- Bring your tax bill or letter of verification from the sewer provider, which confirms sewer connection. If you do not have this bill, you may obtain a copy from the Tax Information counter on the 6th floor.

OR

Septic System Clearance

- The Department of Environmental Health (DEH) requires that you obtain clearance from the DEH office prior to issuance of the building permit. An inspection of the septic tank and drain field **may** be necessary to obtain clearance. If required, provide *4 copies* of the site plan to the DEH inspector to stamp and sign. The DEH inspector will keep 1 copy. Submit the other *3 copies* with your building permit application to the Building Office.

DEH contact information:

www.EHinfo.org

1555 Berger Drive, Suite 300
San Jose, CA 95112
(408) 918-3400

How do I apply for an Over-the-Counter Permit?

- Call and schedule your Over-the-Counter Permit appointment.

408.299.5700

Or book an appointment online:

<https://www.sccgov.org/sites/dpd/>

- Bring all of your application materials to the Building Office.
- For Owner-Builder permits, the property owner must complete and sign the Notice to Property Owner and Owner Builder Declaration. If you are the owner's representative, the owner must provide you with a signed and NOTARIZED Authorized Agent form (forms available online and at counter).
- A California Licensed Contractor may sign the application for permits issued under their license. License and Workers' compensation insurance must be current.
- The "REBUILD Determination and Points Allocation" form must be included on plans for all additions and remodels altering any walls, existing or proposed. Review Ordinance Code Division C1 Article 1 at www.sccgov.org (under QUICKLINKS select county Ordinance Code) or obtain the *Rebuild & Remodel* handout from Building Office.

Payment

- Bring at least 2 checks or sufficient cash. We now accept MasterCard, Discover and American Express credit cards and VISA Debit cards. (*A service fee applies.*)

Updated 2/16/2017

County of Santa Clara
Department of Planning and Development
County Government Center, East Wing
70 West Hedding Street, 7th Floor
San Jose, California 95110



Over-the-Counter Plan Check

Appointments available

Wednesdays and Fridays

Call 408.299.5700

Or book an appointment online:

<https://www.sccgov.org/sites/dpd/>