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| | Administration | Development Services | Fire Marshal | Planning |
| Phone: | (408) 299-6740 | (408) 299-5700 | (408) 299-5760 | (408) 299-5770 |
| Fax: | (408) 299-6757 | (408) 279-8537 | (408) 287-9308 | (408) 288-9198 |

Plan Check Submittal Questionnaire

APN#: _____

Project Address:

City:

Zip:

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What is the current use of this structure? _____

Applicant Name (print): _____ Signature: _____

Staff Use Only

- | | | |
|--|------------------------------|-----------------------------|
| 1. Does this project increase or decrease the area of the structure? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Does the proposed project create an additional dwelling unit? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Does the proposed project alter the exterior of the structure? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Planning Office:

- | | | |
|---|------------------------------|-----------------------------|
| 4. Are there any violations on this property? ____ Building ____ Grading ____ Zoning ____ Other | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. What is the age of the building? _____ Year Built? _____ | | |
| 6. Is the property subject to Annexation Referral to a City or in the process of being annexed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Is this project subject to Use Permit, Building Site Approval, Architectural Site Approval or Design Review? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. Is a Williamson Act Compatible Use Determination required? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Building Inspection Office:

- | | | |
|--|------------------------------|-----------------------------|
| 9. Is the property in a Flood Zone? Zone _____ Preliminary Document Review by _____ OK for Submittal? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. Is the property in a Wildland Urban Interface? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 11. Are T24 Energy calculations Submitted? Yes <input type="checkbox"/> No <input type="checkbox"/> | Copies _____ | |
| 12. Structural Calculations Submitted? Yes <input type="checkbox"/> No <input type="checkbox"/> | Copies _____ | |
| 13. Green Building Checklists Submitted? Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| 14. If the project is Non-Residential, does the project have an Architect or Engineer of Record as required by State Law? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 15. What is the area of new impervious surfaces? _____ sf | | |
| 16. Is this a _____ Remodel or _____ Rebuild? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Plan Check Number:

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