



CITY OF MONTE SERENO
18041 Saratoga-Los Gatos Road
Monte Sereno, CA 95030
Phone (408) 354-7635 Fax (408) 395-7653
www.cityofmontesereno.org

Building Permit Submittal Requirements

NOTE: Submit three (3) sets of the following documents on paper measuring 30" x 42" maximum along with completed application.

*If any new construction exceeds 500 square feet, a total of four (4) sets will be needed.

All sheets of plans and documents shall include the project address, the name and address of the owner, the name and address of the designer.

The licensed architect and/or engineer shall wet stamp and sign two (2) sets of the submitted plans, if a designer draws plans, they must be also signed.

All elevation references must be relative to the Monte Sereno City benchmark system. Please contact the City to determine the survey control monument nearest your project site.

School tax fees may be applicable and shall be paid to the applicable school district before any permits will be issued involving additional square footage.

All construction projects exceeding 500 square feet will provide the City with a completed "green" checklist prior to issuance of a building permit.

Plan check process is approximately two (2) weeks from date of submittal. When re-submitting with redlines, plan check process is approximately one (1) week from the date of re-submittal.

Plan check deposit fees shall be paid at the time of submittal and will be applied toward the final cost of your permit at the time of issuance. Plan check deposits are as follows, New Single Family Dwelling \$2,000. Major Remodel/Addition \$1,000. All Others \$500.

PLANS SHALL INCLUDE:

1. PLOT PLAN:

- ◆ The minimum acceptable scale is 1/8" = 1'
- ◆ Show north arrow
- ◆ Show the property lines and lot dimensions
- ◆ Show all existing and proposed structures and distances between each, including accessory buildings, decks, pools, spas, and sheds
- ◆ Clearly distinguish between what exists and what will remain; what exists and will be removed, and what is proposed as new
- ◆ Show total lot area, allowed impervious coverage, proposed impervious coverage, allowed structural coverage, and proposed structural coverage (See Development Standards handout)
- ◆ Show existing and proposed front, side, and rear setbacks
- ◆ Show all easements including those for public utilities and storm drains
- ◆ Show driveways and adjacent streets
- ◆ Show the type and location of all major landscaping (trees, screening, and shrubs) to be retained and those to be removed.
- ◆ Show any and all proposed landscape that is required as a condition of the Site Development Permit

2. FLOOR PLAN:

- ◆ The minimum acceptable scale is 1/4" = 1'
- ◆ Include plans for all existing and proposed structures
- ◆ Clearly distinguish between what exists and what will remain; what exists and will be removed, and what is proposed as new
- ◆ Show dimensions for existing and proposed rooms and indicate use
- ◆ Show dimensions for all doors, windows, and cabinets
- ◆ Locate electrical features, plumbing fixtures, and heating appliances, heat register, and cold air returns
- ◆ Show skylights and their ICBO numbers

3. EXTERIOR ELEVATION DRAWINGS:

- ◆ The minimum acceptable scale is 1/4" = 1'
- ◆ Show the appearance of all exterior walls, roofs, doors, and windows and indicate the materials to be used
- ◆ Clearly distinguish between what exists and what will remain; what exists and will be removed, and what is proposed as new
- ◆ Show elevations relative to the Monte Sereno City benchmark at the existing grade, finished grade, finished floor, top plates for each floor and ridges. Please contact the City to determine the survey control monument nearest your project site

4. CROSS SECTION DRAWINGS:

- ◆ The minimum acceptable scale is 1/4" = 1'
- ◆ Show cross sections of all rooms where the ceiling exceeds 12'
- ◆ Show foundation system, the wall system, and the roof system
- ◆ Show the construction of structural members and their connections
- ◆ Show at least two complete cross sections

5. FOUNDATION PLAN:

- ◆ The minimum acceptable scale is 1/4" = 1'
- ◆ Show under floor area to be excavated
- ◆ Show foundation layout (foundation location, piers, beams, etc.)
- ◆ Show under floor construction including floor framing size, spacing, reinforcing steel, and floor covering
- ◆ Include calculations for any manufactured floor truss system
- ◆ Show separate floor framing plans for all stories

6. ROOF PLAN:

- ◆ The minimum acceptable scale is 1/4" = 1'
- ◆ Show ridges, hips, valley skylights, and the size and spacing of structural members
- ◆ Show location and framing details for any proposed skylights
- ◆ Show roof pitch
- ◆ Include wet signed calculations for any manufactured truss system at application

7. TITLE 24 CALCULATIONS:

- ◆ Energy documents are required for all habitable additions
- ◆ Show complete energy audit documentation for new single family residences or construction deviating from minimal mandatory measures

8. STRUCTURAL CALCULATIONS:

- ◆ Calculations are necessary for all two-story structures, basements, and retaining walls over three (3) feet and any non-standard construction. Provide two (2) wet-signed copies

9. SOILS REPORTS:

- ◆ Two (2) copies of a wet stamped and signed soils report **AND** One (1) digital copy on CD-Rom prepared by a licensed soil or geotechnical engineer
- ◆ A letter from the licensed soil or geotechnical engineer indicating they have reviewed the foundation plan and it is designed in conformance to the soils report recommendations

10. GRADING AND DRAINAGE PLAN:

- ◆ All elevation references must be relative to the Monte Sereno City benchmark system. Please contact the City to determine the survey control monument nearest your project site
- ◆ Indicate proposed and existing grade
- ◆ Elevation at street and neighboring property lines
- ◆ Pad elevation
- ◆ Finished floor elevation
- ◆ Lot drainage plan (see General Site Improvement Requirements, which may require installation of curb and gutter)
- ◆ Areas of cut and fill
- ◆ Cross sections of the areas of cut and fill
- ◆ Quantities of cut and fill



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FIRE PREVENTION INSPECTION & DEVELOPMENTAL REVIEW INFORMATION

To schedule an inspection with the Fire Department, 24-hour advance notice is necessary.
To do so, you may contact the Fire Department directly at (408) 378-4010.

Plan review and inspections relative to fire safety are processed by the Fire Prevention Division of Santa Clara County Fire Department. All plan submittals for automatic fire protection systems (sprinklers, alarm/detection, hood and duct, clean agent, hazardous materials regulated by the Fire Code, etc.) shall be submitted to the Fire Department by the City of Monte Sereno.

In order to expedite the Fire Department Plan Review Process please include the following developmental review conditions (if applicable) to your project:

Comment #1: Fire Sprinklers Required: An automatic residential fire sprinkler system shall be installed in one- and two-family dwellings as follows: In all new one- and two-family dwellings and in existing one- and two-family dwellings when additions are made that increase the building area to more than 3,600 square feet. **Exception:** A one-time addition to an existing building that does not total more than 1,000 square feet of building area. **NOTE:** The owner(s), occupant(s) and any contractor (s) or subcontractor(s) are responsible for consulting with the water purveyor of record in order to determine if any modification or upgrade of the existing water service is required. **NOTE:** Covered porches, patios, balconies, and attic spaces may require fire sprinkler coverage. For buildings 3601 to 6200 square feet the number of design sprinklers shall include all sprinklers within the most remote room or compartment up to a maximum of three (3) sprinklers. A State of California licensed (C-16) Fire Protection Contractor shall submit plans, calculations, a completed permit application and appropriate fees to this department for review and approval prior to beginning their work. CRC Sec. 313.2 as adopted and amended by MSMC.

Comment #2: Water Supply Requirements: Potable water supplies shall be protected from contamination caused by fire protection water supplies. It is the responsibility of the applicant and any contractors and subcontractors to contact the water purveyor supplying the site of such project, and to comply with the requirements of that purveyor. Such requirements shall be incorporated into the design of any water-based fire protection systems, and/ or fire suppression water supply systems or storage containers that may be physically connected in any manner to an appliance capable of causing contamination of the potable water supply of the purveyor of record. Final approval of the system(s) under

consideration will not be granted by this office until compliance with the requirements of the water purveyor of record are documented by that purveyor as having been met by the applicant(s). 2010 CFC Sec. 903.3.5 and Health and Safety Code 13114.7.

Comment #3: Construction Site Fire Safety: All construction sites must comply with applicable provisions of the CFC Chapter 33 and our Standard Detail and Specification SI-7. Provide appropriate notations on subsequent plan submittals, as appropriate to the project. CFC Chp. 33.

Comment #4: Address identification. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall be a minimum of 4 inches (101.6 mm) high with a minimum stroke width of 0.5 inch (12.7 mm). Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. CFC Sec. 505.1



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SUBMITTAL REQUIREMENTS FOR DEMOLITION PERMIT

1. Provide two (2) copies no larger than 24" x 36"
2. Include the Site Plan showing the location of the structure(s) and square footage
3. Included with the Site Plan shall be the Tree Protection Plan
Note: The Tree Protection Plan is required to be in place and maintained prior to any unloading of materials, equipment or demolition work.
4. Contact the Bay Area Quality Management District (BAAQMD) located at 939 Ellis St., San Francisco, CA 94109, (415) 771-6000 to obtain a "J" number for demolition permit.

TREE PROTECTION NOTES:

Fencing Around Trees During Construction

A temporary fence shall be erected around each tree to be retained. The fence should be located at the drip line or a minimum of 5' from the trunk which ever is greater. The fence should be erected so it will not be easy for construction workers to remove or relocate.

This fencing must be erected before any construction equipment enters the site and must not be removed until final landscape grading is complete. Soil compaction and trenching through root zones are the major causes of tree stress in the construction period. It should be explained clearly to all contractors and workers on site that these fences are important and are not to be removed.

Trenching of any sort and for any reason must be planned to avoid traversing areas within the tree drip lines.

5. Provide a copy of the Demolition Permit obtained from the West Valley Sanitation District.
6. Additional requirements include:
 - Dust control on site at all times.
 - Safety on site including preventing access to site when and if it constitutes a public nuisance or hazard.
 - Properly capping sanitary sewer and/or filling septic system to Health Department standards.
 - Once the sewer line is capped, please call the West Valley Sanitation District at (408) 378-2407.
 - Once the structure and debris has been removed, please call the City Building Department at (408) 354-2805 to arrange a final inspection.



**FIRE DEPARTMENT
SANTA CLARA COUNTY**

14700 Winchester Blvd., Los Gatos, CA 95032-1818
(408) 378-4010 • (408) 378-9342 (fax) • www.sccfd.org

January 14, 2003

City of Monte Sereno
Mr. Howard Bell, Building Official
18041 Saratoga-Los Gatos Road
Monte Sereno, CA 95030

Subject: Building Demolition Request

Dear Mr. Bell:

The Santa Clara County Fire Department is continually looking for buildings that are being demolished to use for fire training exercises such as search and rescue, ventilation, and forcible entry exercises. These training exercises have proven to be a valuable tool in teaching and reinforcing our employees' knowledge of firefighting. If an owner wants to donate property that is scheduled for demolition, the following procedure is followed:

- The owner contacts the fire department Training Division with the address of the property.
- The Training Division checks the location to see if the building meets their needs and verifies that the property is owned by the requesting individual.
- The fire department signs a hold harmless agreement with the owner. (The fire department assumes liability for their employees while at the site.)
- The Training Division will notify all the surrounding neighbors that a fire training exercise will be conducted.

This program has been very successful with our agency. By using an available resource in the community, the community benefits as well as the fire department. We would appreciate your assistance in asking your building department to notify builders of our request and give them a copy of this letter.

Thank you.

Sincerely,

Frank Arherich
Deputy Chief/Training Division
FA:jh

DEMOLITIONREQUEST.LTR.JH.011403

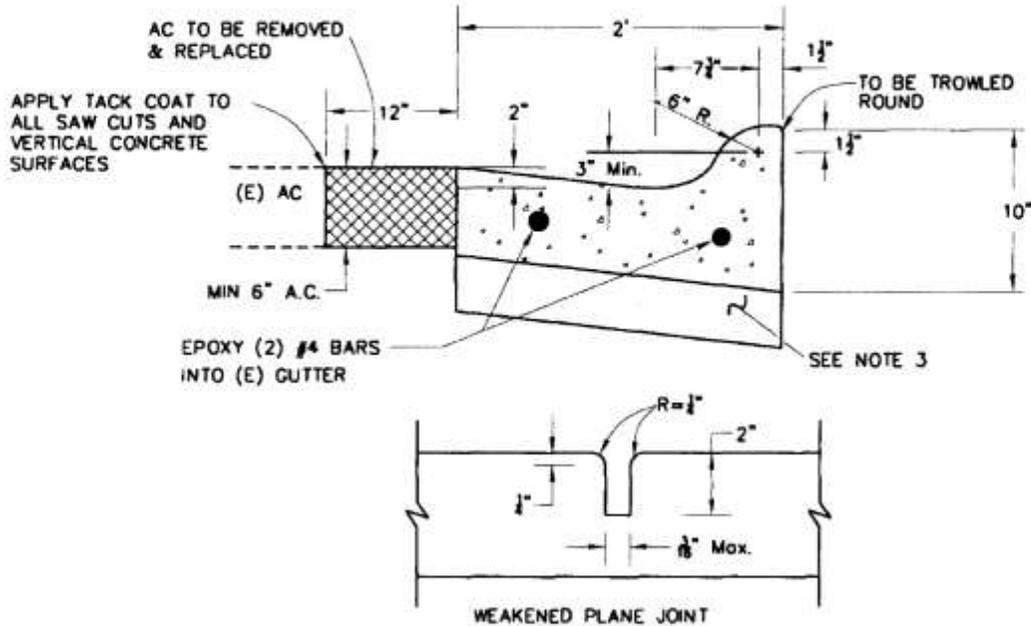
Organized as the Santa Clara County Central Fire Protection District

Serving Santa Clara County and the communities of Cupertino, Gilroy, Los Gatos, Los Altos Hills, Los Altos, Monte Sereno, Morgan Hill, San Jose, San Martin, and San Ramon.

General Site Improvement Requirements

Monte Sereno prides itself in retaining the rural country side feeling and the openness of the City's setting. However, in order to improve the drainage in front of the property and on the City streets please follow the standard shown below. Because every lot is unique, not all guidelines will be applicable to your lot; please consult the City Engineer prior to any design considerations to be consistent with the City Design Guidelines.

1. Complete and submit an Encroachment Permit application for any work within right-of-way.
2. Allow a minimum of 16' paved travel way, from the edge of curb to the centerline of street.
3. Install curb and gutter along property frontage. (If necessary, regrade the public right of way upstream from the property to direct surface water into the gutter flowline).
4. Rolled curb shall be installed wherever possible, unless vertical curb is needed to match existing installation or for other reasons approved by the City Engineer, in order to be consistent with City Design Guidelines and rural atmosphere. Exceptions must be approved by City Engineer.
5. Install catch basins and underground storm drain piping where required for drainage collection. Catch basins shall have a minimum grate size of 18' x 36". Grates shall be of "bicycle proof" design.
6. Sawcut edge of existing pavement one-foot minimum from lip of new rolled curb and place 3" minimum depth of Asphalt Concrete (AC) pavement between sawcut edge and rolled curb. Backfill behind curb flush to back of curb and grade to drain. If area adjacent to curb is not to be landscaped (landscaping subject to approval of the City) the adjacent 10' wide area shall receive 4" minimum of Class II or IV aggregate base topped with alternative surface treatment (e.g. decomposed granite, unit pavers, PCC, AC, etc.) surface treatment subject to approval of the City.
7. Driveways shall be Portland Cement Concrete (PCC) and extend from the back lip of gutter to within one foot of the right of way line. Alternative hard or pervious surfaces for the driveway may be allowed and are subject to approval of the City.
8. Provide spot elevations and/or flowline elevations along property frontage to demonstrate that the existing drainage pattern is not interrupted (Note: Use Monte Sereno bench mark as datum).
9. All property corners are to be flagged prior to beginning of construction.
10. All construction on off-site or on-site improvements shall adhere to National Pollution Discharge Elimination System (NPDES) Best Management Practices (BMP's) to prevent deleterious material or pollutants from entering the City Storm Drain System.
11. A final erosion and sediment control plan, prepared by a registered civil engineer, shall be submitted if any disturbance of site and/or grading is done or proposed to be done during rainy season (October 15 to April 15).



NOTES:

1. PRIOR TO ANY WORK IN THE PUBLIC RIGHT-OF-WAY, AN ENCROACHMENT PERMIT SHALL BE OBTAINED FROM THE CITY.
2. PORTLAND CEMENT CONCRETE (P.C.C.) SHALL BE CLASS 2 CONCRETE AS SPECIFIED IN CALTRANS STANDARD SPECIFICATIONS.
3. BASE THICKNESS SHALL BE 6" CLASS II A.B. COMPACTED TO 95% PER CALTRANS STANDARD SPECS OR AS DIRECTED BY THE CITY ENGINEER.
4. EXPANSION JOINTS SHALL BE CONSTRUCTED AT ENDS OF CURB RETURNS, CURB INLETS, OTHER STRUCTURES AND AT 20' INTERVALS. EXPANSION JOINT MATERIAL SHALL CONSIST OF POLYSTYRENE JOINT FILLER WITH TYPE B JOINT SEAL OR APPROVED EQUIVALENT. JOINTS SHALL MATCH ADJACENT IMPROVEMENTS.
5. WEAKENED PLANE JOINTS SHALL BE CONSTRUCTED AT 10' INTERVALS.
6. DOWEL AND EPOXY TWO (2) #4 BARS 8" INTO NEW & EXISTING CONCRETE CURB AND GUTTER.
7. TO UTILIZE PROPER FORMWORK, A 12" SAW-CUT IN THE EXISTING A.C. PAVEMENT (STREET SIDE) IS REQUIRED, UNLESS OTHERWISE DIRECTED BY THE PUBLIC WORKS INSPECTOR.
8. FORMWORK SHALL CONSIST OF A 2x6 FORM FOR THE BACK OF CURB, AND A 2x6 FOR THE FACE OF CURB, UNLESS OTHERWISE DIRECTED BY THE PUBLIC WORKS INSPECTOR.
9. PRIOR TO PLACEMENT OF THE CONCRETE, THE PUBLIC WORKS INSPECTOR REQUIRES AN INSPECTION OF THE FORMWORK. A FINAL INSPECTION IS REQUIRED ONCE CONCRETE HAS BEEN PLACED.
10. SLIP DOWELS SHALL BE INSTALLED AS DIRECTED BY THE CITY ENGINEER.



CITY OF MONTE SERENO, CALIFORNIA STANDARD DETAIL

APPROVED BY:
Mo Sharma
 CITY ENGINEER
 DATE: July 7, 2014

STANDARD ROLL GUTTER

STD. DETAIL No.
ST-01