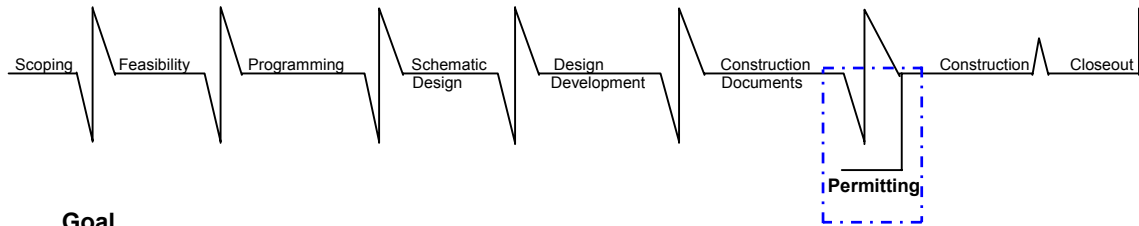




PERMITTING

Process



Goal

The Permitting phase begins when the Construction Documents are submitted to the external authorities with jurisdiction for plan check review and code compliance. While each project's permitting schedule varies depending on the project's location, complexity and phasing, drawings are typically submitted to the required agencies when the Construction Documents are 95% to 100% complete. The exception to this is the Architecture & Site Approval (ASA) by Santa Clara County that should be submitted no later than the completion of Schematic Design.

The majority of Stanford lands are in the County of Santa Clara, with the County Building Inspection Office responsible for plan checks and issuance of building permits. For some projects the City of Palo Alto has jurisdiction. For most projects within the Medical Center buildings, the State of California's Office of Statewide Health Planning and Development (OSHPD) has jurisdiction. Stanford lands lying south of Sand Hill Road and east of San Francisquito Creek lie in San Mateo County, with the San Mateo County Building Inspection Office responsible for plan checks and issuance of permits.

The permit process is time consuming (typically several months) and from a scheduling point of view is complicated by the fact that the turnaround time from submittal to permit can vary greatly depending on the workload of the permitting agency. Stanford may engage the services of "outside" plan checkers (when allowed) in order to reduce the overall time to permit.

Tasks

- Complete SU Fire Marshall Review and obtain comments for consideration
- Confirm ASA conditions of approval (from the SD phase) are met and Construction Management Plan is approved
- Complete permitting applications and pay all applicable fees
- Engage third party plan checkers as desired (outside plan checkers are allowed by some permitting jurisdictions)

Deliverables

- Construction permits

Approvals

- Stanford Fire Marshall approval (only for very small Santa Clara County projects)
- Fire Alarm & sprinkler shop drawing approval by Stanford Fire Marshall
- Building Department of City of Palo Alto, or Santa Clara or San Mateo County
- Fire Marshall of City of Palo Alto, or Santa Clara or San Mateo County
- County Health Department (for Kitchens and any project involving chemical inventories such as Labs)
- OSHPD (if School of Medicine/Hospital)

Resources

- [2001 PDP Manual – Volume 2 Task and Drawing Checklists Capital Planning & Management](#)
- [County of Santa Clara Building, Fire and Health Plan Check Fee Schedules County of Santa Clara](#)
- [County of San Mateo Building, Fire and Health Plan Check Fee Schedules County of San Mateo](#)

The following from the University Architect's Office:

- Planning Maps
- [1994 Historic Building Guidelines](#)
- [2001 Permitting Process Interaction with SC County \(includes Community Plan and General Use Permit\) – BLUE BOOK](#)

PERMITTING CHECKLIST

Project:	Project #:
Project Manager:	Date:

Task List

Volume 2

1. Complete Stanford Fire Marshall Review

Task		Remarks
<input type="checkbox"/>	Obtain SUFM comments and determine with Design Team how to include in documents. Final documents submitted to County must include SUFM <i>review stamp</i>	
<input type="checkbox"/>	For a Santa Clara County project with a very small number of added devices, then obtain SU Fire Marshall <i>approval</i>	
<input type="checkbox"/>		

2. Confirm County ASA conditions of approval are met

Task		Remarks
<input type="checkbox"/>	The County's Architecture and Site Approval (ASA) that was started in the SD phase, may have conditions attached that must be addressed in the final plans submitted for building permit – confirm conditions are met	
<input type="checkbox"/>	Confirm CEQA	
<input type="checkbox"/>	Submit DRAFT Construction Management Plan to County for ASA review	

3. Complete Permitting Application

Task		Remarks
<input type="checkbox"/>	Meet with County/City to pre-review project, determine process and timelines	
<input type="checkbox"/>	Pay required fees (see schedules in EXHIBITS section)	
<input type="checkbox"/>	Plan Check (Building and Fire)	
<input type="checkbox"/>	City of Palo Alto School Fees	
<input type="checkbox"/>	City of Palo Alto Transit	
<input type="checkbox"/>	Affordable Housing Fee (City and County)	
<input type="checkbox"/>	Developer Impact Fee	
	www.city.palo-alto.ca.us	
	www.sccplanning.org	
	www.co.sanmateo.ca.us/planning	
	www.oshpd.cahwnet.gov	
<input type="checkbox"/>	Submit 95% to 100% CDs – if 95% used then submit 100% including comments during Backcheck review	

PERMITTING CHECKLIST

Project:	Project #:
Project Manager:	Date:

4. Engage third party plan check (optional)

Task		Remarks
<input type="checkbox"/>	Determine feasibility with County/City/OSHPD officials for use of a third party plan checker	
<input type="checkbox"/>	Include costs in Budget	
<input type="checkbox"/>		

Deliverables

1. Permits

Task		Remarks
<input type="checkbox"/>	Demolition	
<input type="checkbox"/>	Grading	
<input type="checkbox"/>	Building	
<input type="checkbox"/>	Construction Trailer	
<input type="checkbox"/>	Structural	
<input type="checkbox"/>	Foundation	
<input type="checkbox"/>	Excavation	
<input type="checkbox"/>	Special Inspections	
<input type="checkbox"/>	Mechanical	
<input type="checkbox"/>	Electrical	
<input type="checkbox"/>	Plumbing	
<input type="checkbox"/>	Fire Protection (sprinklers and fire alarm)	
<input type="checkbox"/>	County Health Department (for Kitchens and any other project involving chemical inventories such as labs)	
<input type="checkbox"/>	Bay Area Air Quality Management District (BAAQMD) permits for asbestos abatements and fuel burning equipment	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

PERMITTING CHECKLIST

Project:	Project #:
Project Manager:	Date:

Approvals

<u>Task</u>		<u>Remarks</u>
<input type="checkbox"/>	Stanford Fire Marshal for all Fire alarm and sprinkler shop drawings	
<input type="checkbox"/>	County of Santa Clara or San Mateo Building	
<input type="checkbox"/>	County of Santa Clara or San Mateo Fire	
<input type="checkbox"/>	County Health Department	
<input type="checkbox"/>	City of Palo Alto Building	
<input type="checkbox"/>	City of Palo Alto Fire Marshal	
<input type="checkbox"/>	OSHPD	
<input type="checkbox"/>		