

SIMPLE SITE PLAN INSTRUCTIONS:

For use on Stand-alone mechanical/plumbing permits, re-roof, LPG Tank permits or decks, and other simple projects. SJC Staff reserve the right to require a more detailed or larger site plan.

For some simple permits, a site plan can be created from SJC Polaris mapping website and Assessor's floorplan sketches.

- Stand-alone mech permits are designed to be over the counter for simplicity. They cover items like water heaters, woodstoves, and furnace replacement. No site plan is needed for these. They issue automatically when all fees are paid on the portal. This permit covers water heater, furnace replacement and simple mechanical or plumbing items where plan review is not required, and the inspection can cover a couple items.
- We also offer a MECH/PLUMB/DECK/DEMO stand alone permit that is just more detailed and will cover additional items, the fees are listed on our fee schedule. This type of permit requires staff review and we need to know the 'what, and where' of your project, and a simplified site plan will convey much of that.

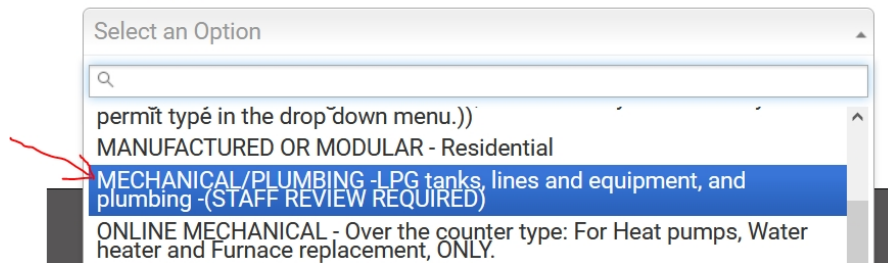
When you apply, you'll pick this permit option:

Step 1 - Select a category to view application choices

Category:

Step 2 - Select an application

Application:



Select an Option

permít typé in the drop~down menu.))

MANUFACTURED OR MODULAR - Residential

MECHANICAL/PLUMBING -LPG tanks, lines and equipment, and plumbing -(STAFF REVIEW REQUIRED)

ONLINE MECHANICAL - Over the counter type: For Heat pumps, Water heater and Furnace replacement, ONLY.

What we need from you is a simple site plan that shows the location of the LPG tank, approximate locations of the LPG piping, and the location of the installed equipment in the house (simple floor plan). Decks can also be sketched in on these site plans to show where they are in relation to the structure and other property lines. Please indicate distances on your site plan.

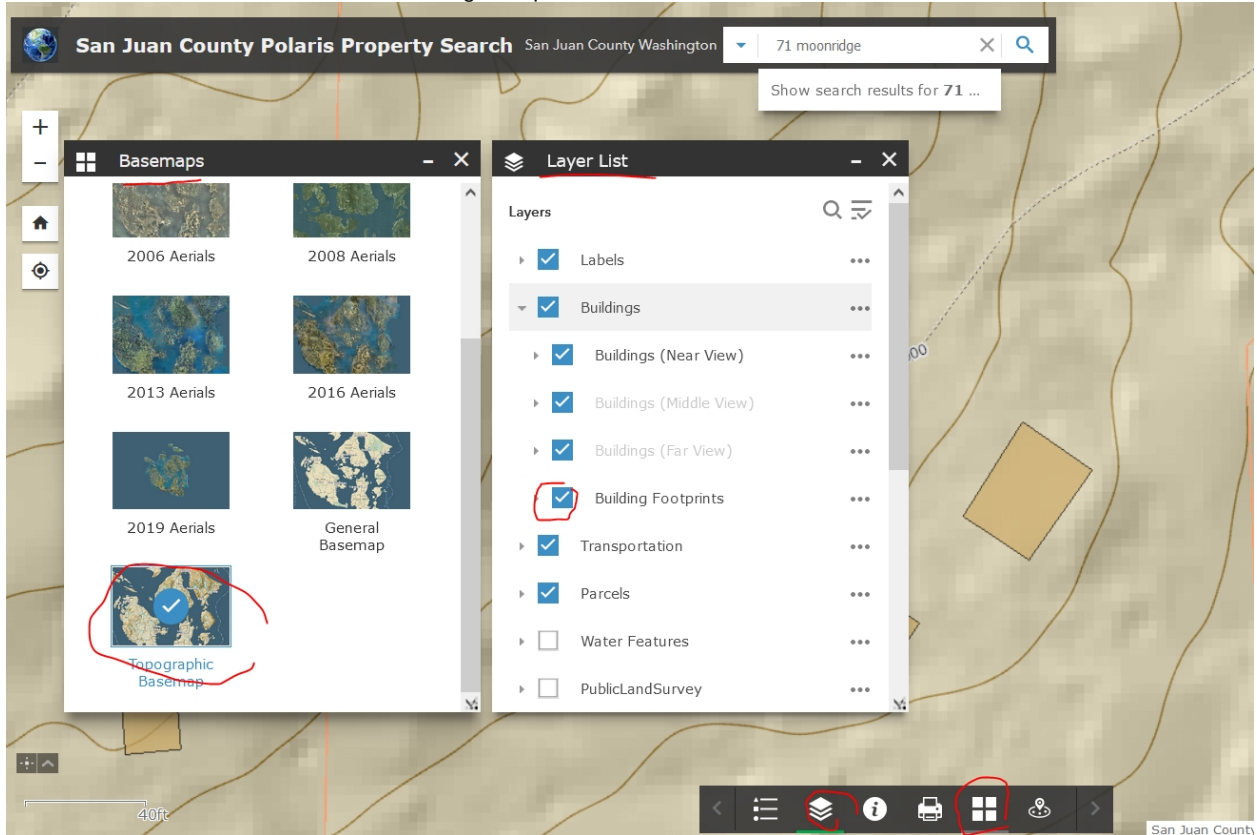
You can create all these yourself, from our website. (Polaris's mapping app, and from there the Assessor's page has a floorplan sketch) I'll provide a couple links and screenshots below.

Polaris for the simplified site plan: can be found on our county website, or this link.

<https://sjcgis.maps.arcgis.com/apps/webappviewer/index.html?id=39b87792947e40a5aa0fcb8af5910bd1>

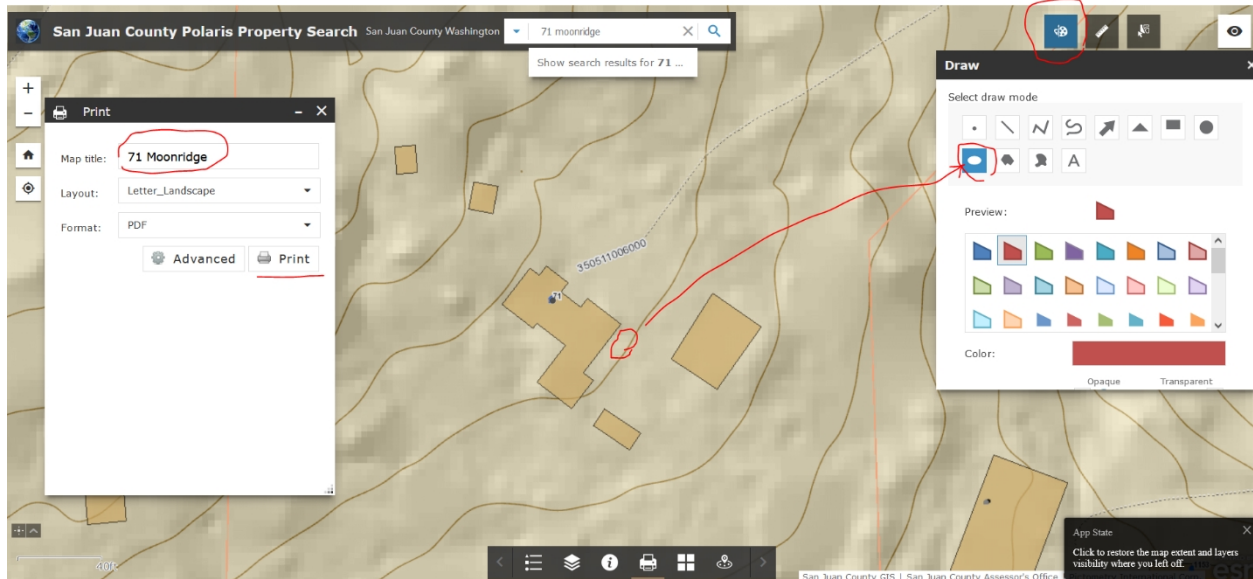
1. Choose your parcel by entering it in the top window or use your address.
2. Zoom in and position your screen to cover your parcel, but not so zoomed in we cannot see anything

From the icons on the bottom of the screen pick “BASEMAP” and choose topographic, then choose “LAYERS” and add building footprints.



You can use various options to draw the location of the LPG tank, Deck or other item you are permitting, or use your own program, but Polaris has some simple options. The idea is that our staff can review the proposed location on a scaled map with property lines and buildings shown.

When done, print the scaled map, and save to your computer. This will need to be uploaded to your new permit submittal on the SmartGov permit portal.



We can easily add LPG piping and tanks to the mechanical permit you create. If you have already started the process, just let us know the permit number. If you haven't already applied, you can do so on our portal. I'll include some instructions to this email.

In essence, the stand-alone mech fees of \$69 will cover the processing fee and usually 1 or 2 items. SO for a simple stove installation these fees cover all the required inspections. When adding more fixtures like LPG piping and tanks, the fixture count is higher, and the fees are also higher.

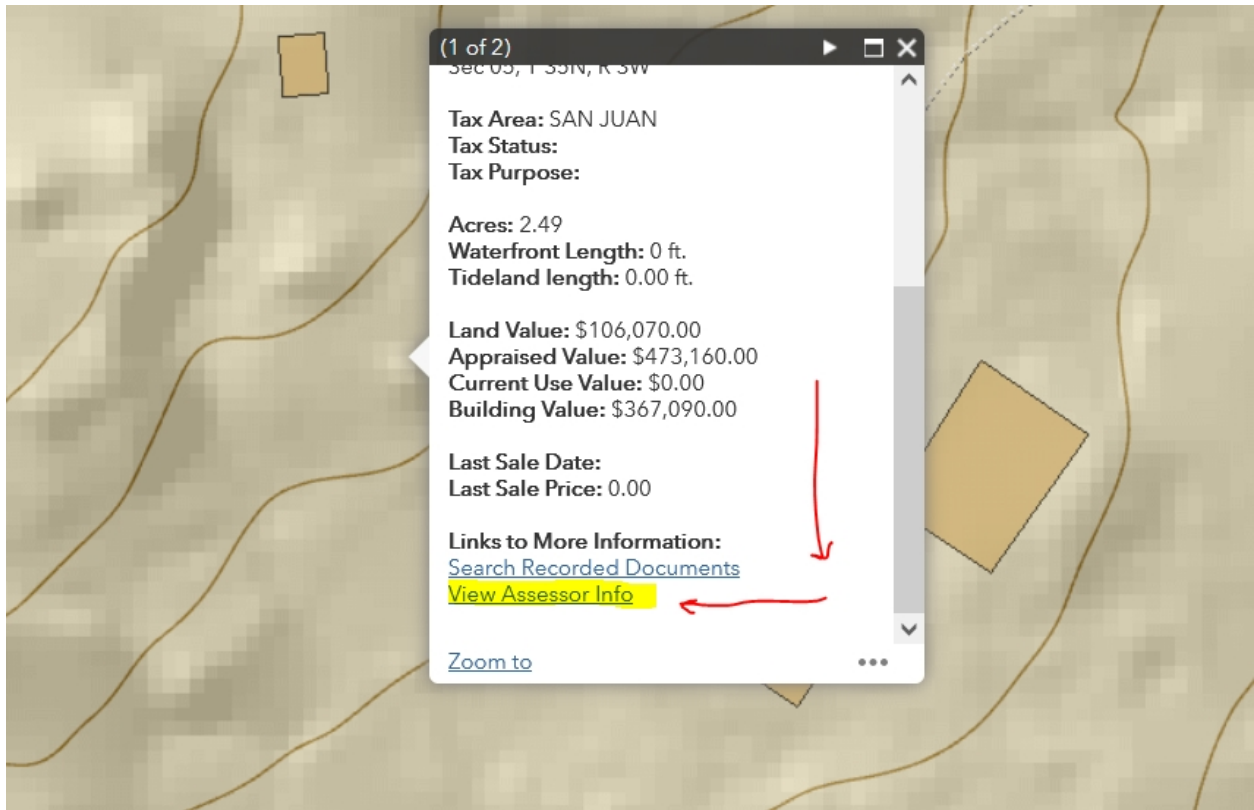
Stand-alone mech permits are designed to be over the counter for simplicity. They cover items like water heaters, woodstoves, and furnace replacement. We also offer a MECH/PLUMB stand alone permit that is just more detailed and will cover additional items just like your scenario.

When you apply, you'll pick this permit option:

All we need from you(or the owner) is a simple site plan that shows the location of the LPG tank, approximate locations of the LPG piping, and the location of the installed equipment in the house (simple floor plan).

You can create all these yourself *or the owner can do it, from our website. (Polaris mapping app, and from there the Assessor has a floorplan sketch) I'll provide a couple links and screenshots below.

On the Polaris page with your parcel in view, just click on the parcel and a little popup with links will show up. It will take you to the SJC Assessor's webpage. They often have sketches of the floorplans on existing buildings.



Click 'sketch' and scroll down to the floorplan. Again, save this sketch, and highlight the area of work for this permit (for LPG fireplaces, or woodstoves, just a simple X or box is fine, add a short description if possible).

▶ Property

▶ Pay Tax Due

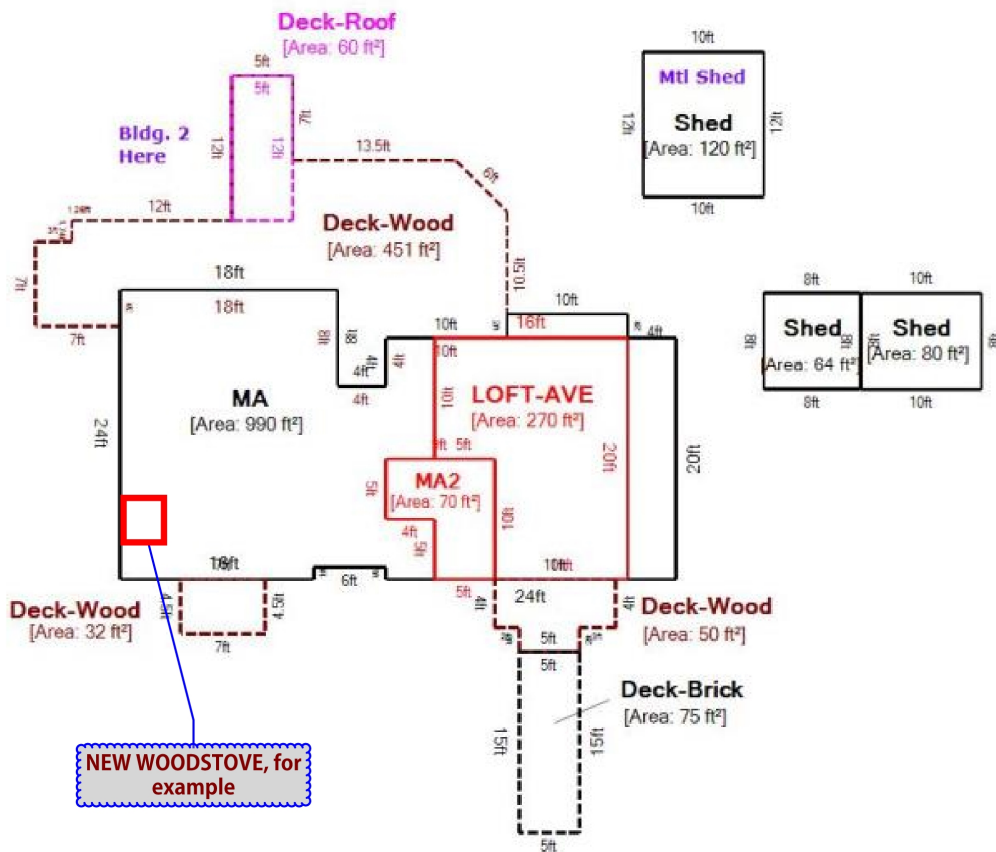
▶ Taxes and Assessment Details

▶ Values

▶ Taxing Jurisdiction

▶ Improvement / Building

▼ Sketch



When creating your permit submittal, just include the extra items (LPG tank, LPG piping etc as needed)

Fixtures

Class	Description	Per Unit	Quantity
MECH & FUEL TANK	LPG or Fuel Oil Tank	\$12.00	<input type="text" value="1"/>
MECH & FUEL TANK	Underground Fuel Oil/ LPG Piping	\$12.00	<input type="text" value="1"/>
MECHANICAL	Air Conditioner, Heat Pump	\$20.00	<input type="text" value="0"/>
MECHANICAL	Chimney/ Stove Pipe	\$8.00	<input type="text" value="1"/>
MECHANICAL	Clothes Dryer	\$12.00	<input type="text" value="0"/>
MECHANICAL	Exhaust Fans / Ductwork	\$8.00	<input type="text" value="0"/>
MECHANICAL	Furnace, Boiler, Air Handler, Oil Heater	\$20.00	<input type="text" value="0"/>
MECHANICAL	Gas Appliances/ Outlets	\$12.00	<input type="text" value="3"/>
MECHANICAL	Kitchen Hood / Ductwork (Commercial)	\$105.00	<input type="text" value="0"/>
MECHANICAL	Kitchen Hood / Ductwork (Residential)	\$17.00	<input type="text" value="0"/>
MECHANICAL	Other	\$12.00	<input type="text" value="0"/>
MECHANICAL	Other-Generator	\$12.00	<input type="text" value="0"/>
MECHANICAL	Wood/ Pellet/ Gas Fireplace/ Stove/ Insert	\$17.00	<input type="text" value="1"/>