



COMMERCIAL ARCHITECTURAL PERMIT



Architectural Permits are required for the following types of projects; all new commercial, industrial and recreational buildings, exterior remodels to commercial, industrial and recreational buildings, new wireless communications facilities in most zoning districts and any new visible mechanical equipment, fences and walls located on commercial property.



ARCHITECTURAL PERMIT SUBMITTAL

The following material is required in order to submit a complete application for a **Commercial Architectural Permit**:

1. Six sets of the ***Plot Plan*** drawn to scale and completely dimensioned (recommended scale 1/8" or 1/10"). The Plot Plan shall show all the existing and proposed structures, off street parking and loading facilities, driveways, curb cuts, areas to be landscaped, existing trees, required setbacks, signs, lighting elements, fencing, and property lines, as well as other relevant structures. The Plot plan should also include a summary table of the proposed uses and their square footages.
2. Six sets of the ***Elevations*** drawn to scale (recommended scale 1/4" or 1/8") showing all four sides including the proposed type of siding material, roofing material, size and location of windows and doors, size and type of trim, and proposed colors. For additions, please indicate if the siding, roofing and trim materials as well as colors will match those of the existing structure.
3. Six sets of ***Floor Plans*** showing the uses of each room and/or space.
4. Six sets of ***Landscaping Plans*** showing the size, type, and location of plants (trees, shrubs, and groundcover areas) and the location and type of sprinkler system. The landscape plans shall also include planting details and proposed soil amendments, maintenance notes, and square footage of landscaped area. Please refer to the 'Landscaping Requirements' handout for more information (Please note that a separate permit for landscaping will also be required).
5. ***Color photographs of the street frontage(s)*** of the existing site will facilitate the processing of the application.

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Community Development Services - **PLANNING AND REDEVELOPMENT**
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WEB: www.redwoodcity.org E-MAIL: planning@redwoodcity.org

NOTE: All drawings must be submitted folded to approximately 8 1/2" x 11" rolled if there are more than five pages in each set.

6. Six sets of **colored elevations** of the proposed project or a full scale (1/4" or 1/8") colored elevation should be prepared for the Architectural Review Committee (ARC) review.
7. A physical display of **material types and color chips** to be employed in actual construction mounted on 8 1/2" x 11" board.
8. Completed **Application Form**.
9. **FEES***:

Commercial, Alteration	\$100 Façade Improvements
	\$300 Structural Changes
Commercial, New	\$450



PROJECT REVIEW

All commercial Architectural Permits are reviewed by the **Architectural Review Committee** (ARC). The ARC will review your project with regards to urban design, architecture, building massing, design, pedestrian circulation and all other applicable design considerations. This committee meets only twice a month (every 2nd and 4th Tuesday of the month), therefore the processing time for your application depends on your date of submittal and the volume of projects being reviewed by the ARC at the time of submittal. Please see the '*Planning Project Review*' information sheet for submittal details.

Furthermore, depending on the type and size of your project, **Environmental Review**, pursuant to the California Environmental Quality Act (CEQA), may also be required. In this case your project would, once it is approved by the Architectural Review Committee, be presented and reviewed by the **Planning Commission**.

Additional permits and/or approvals may also be required by Planning and Redevelopment (i.e. Use Permit, Planned Development Permit, Sign Permit, etc.) or other departments, such as Engineering and Public Works. Once all planning approvals are obtained, a **Building Permit** will be required prior to construction.

** Additional fees will be required for landscape and irrigation plan review. Please see 'Landscaping Requirements' and 'Fee Schedule'.*