

ARCHITECTURAL PERMIT-COMMERCIAL

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

ARCHITECTURAL PERMIT SUBMITTAL

The following material is required in order to submit a complete application:

1. Six sets of the **Site Plan** drawn to scale and completely dimensioned (recommended scale 1/8" or 1/10"). The Site 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, the footprint of development on adjacent properties, as well as other relevant structures. The Site Plan should also include a summary table of the proposed uses and their square footages.
2. Six sets of **Building 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 (a paint swath on the existing building may be required). For additions, please indicate if the siding, roofing and trim materials as well as colors will match those of the existing structure. Because signage has a strong impact on the appearance of buildings, signage information needs to be incorporated into elevations.
3. Six sets of **Sections** drawn to scale (same as elevations) per Planning Services direction.
4. Six sets of **Floor Plans** showing the uses of each room and/or space.
5. Six sets of conceptual **Landscaping Plans** showing the size, type, and location of plants (trees, shrubs, and groundcover areas). The finalized 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).
6. **Color photographs of the street frontage(s) and adjacent structures** of the existing site and all will facilitate the processing of the application.

Community Development – Planning Services

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NOTE: All drawings must be folded stapled sets to approximately 8 1/2" x 11".

7. Six sets of **colored elevations** of the proposed project or a full scale (1/4" or 1/8") colored elevation.
8. A physical display of **material types and color chips** to be employed in actual construction mounted on 8 1/2" x 11" board.
9. A **letter of authorization** to file the application from the property owner.
10. Completed **Application Form**.
11. **FEES:**

Property less than 1/4 acre	New paint color only	\$100
Property less than 1/4 acre	Alteration to existing building, façade and/or structural	\$600
Property less than 1/4 acre	New construction	\$1,000
Property less than 1/4 acre	Additional fees will be required for landscape and irrigation plan review. Please see "Landscaping Requirements" and "Fee Schedule".	
Property greater than or equal to 1/4 acre (10,890 sq. ft.)	\$5,000 deposit – project will be billed at actual cost. Deposit will cover all associated Planning entitlements.	

A fee will be assessed on all returned checks.

PROJECT REVIEW

Step 1 - Conceptual Review Process: The applicant must first have a pre-meeting with staff to insure that the application is complete.

Step 2 - Most 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 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 then be presented and reviewed by the **Planning Commission**.

Additional permits and/or approvals may also be required by Planning Services (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.

Aesthetic Standards for Mechanical Equipment

Architectural review includes verifying the design integration of mechanical equipment, utilities, and other facilities. To promote development with the highest aesthetics and functionality, these components need to be accommodated early in the design process and shown in the architectural drawings. Mechanical equipment, utilities, and other service facilities shall be designed into the building or appropriately screened. The following list highlights common types of equipment, utilities, and facilities:

Equipment, Utilities and Facilities

- ▶ HVAC
- ▶ Generators
- ▶ Vents
- ▶ Fire-Risers
- ▶ Utility Connections
- ▶ Transformers
- ▶ Antennas, Cables and/or Satellite Dishes
- ▶ Alarm boxes
- ▶ Electrical Connections to Signs and Lighting Fixtures Lighting
- ▶ Trash Dumpsters
- ▶ Loading Docks
- ▶ Elevator penthouses

Guidelines for Appropriate Design/Screening

Roof: Appropriate building massing, as well as roof screens and/or parapet walls designed to incorporate the architectural style of the building, shall form a complete screen of all roof-top equipment (360 degrees of appropriate height and setback from the building roof edge).

Ground: Ground equipment and facilities such as generators and trash enclosures shall be screened with landscaping, fencing, and appropriate site layout dependent on the site, land use, and zoning district. Transformers between a building and the street should be underground.

Building: Equipment installed on the facade visible from the public right-of-way shall be minimized in visual prominence, incorporated inside the building wall, or located out of public view. Exposed electrical conduit is strongly discouraged and should be run inside the building walls. If pre-existing, exposed conduit should be concealed as much as possible, and at minimum painted to match the building.