

**Building Inspection Office  
Environmental Resources Agency  
County of Santa Clara, California**

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**Small Projects Program  
Stanford University  
January 1996**

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The following guidelines define a small project. Acceptance as a small project is, however, subject to the approval of the Building Official.

**Building Inspection Office**

Building

- 1 Occupancy Groups A3, B, U and R only.
- 2 No change in occupancy group (e.g., B to A3).
- 3 No additional floor area; interior alteration only.
- 4 Minor structural change with a Civil or Structural Engineer's stamp and signature (and calculations, if required).

Plumbing - Water fixtures

- 1 Relocate fixtures.
- 2 Repair or replace fixtures with same size.
- 3 Add up to four single-compartment restrooms of up to three fixtures each.

Plumbing - Gas appliances

- 1 Relocate appliances.
- 2 Repair or replace appliances with same BTUs or less.
- 3 Add up to four appliances of up to 100,000 BTUs each.

Mechanical

- 1 Relocate grills, registers and ductwork.
- 2 Relocate, replace or add a Type B flue.
- 3 Add environmental air exhaust ducts.
- 4 Add ducts not required to be in a shaft.
- 5 Add an evaporator or condenser unit, and a heating or cooling coil.
- 6 Relocate, replace or add a hot water, chilled water or steam line.
- 7 Remodel an R3 kitchen or bathroom.

Electrical

- 1 Relocate, repair or replace outlets, switches and controls.
- 2 Add single circuit to existing panel.
- 3 No work in hazardous locations.

**Fire Marshal's Office**

- 1 Prior to submitting an application, the Stanford University Fire Marshal's

- Office shall place their approval stamp on the plan stating that their office has reviewed and approved the plan.
- 2 No increase in occupant load.
  - 3 No change to the exiting system.
  - 4 No hazardous materials.
  - 5 Relocate or add up to three devices to an approved automatic fire sprinkler/alarm system. The workscope shall be written on the plan cover sheet.

### **Planning Office**

Nothing that would require review by any of the following offices (or, that approval is received prior to submittal for building permit):  
Planning, Environmental Health (Hazardous Materials, Sanitation and Food Services), Land Development Engineering and Surveying, Geology, and Roads and Airports.

In addition to a limited workscope, the following criteria apply:

- 1 The plans shall be complete. (See the enclosed handouts for information required for submittal.)
- 2 The plans shall have a "Project Building Data" block on the cover sheet, indicating basic building code information for the project.
- 3 Four sets of plans shall be submitted with a completed application and the plan check and Fire Marshal fees paid. A separate check for the balance of the permit fees may also be submitted with the application.
- 4 Accessibility regulations shall apply. Refer to CBC Chapter 11B, Division IV for further information.
- 5 Energy Conservation mandatory measures shall be included in the workscope. When applicable, the forms ENV-1, MECH-1 and LTG-1 shall be included on the plan.