



COMMUNITY DEVELOPMENT DEPARTMENT • BUILDING INSPECTION DIVISION  
500 Castro Street • Post Office Box 7540 • Mountain View, California 94039-7540  
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[WWW.MOUNTAINVIEW.GOV/BUILDING](http://WWW.MOUNTAINVIEW.GOV/BUILDING)

## FAST TRACK PLAN CHECK PROGRAM

The City of Mountain View's Fast Track Plan Check program is designed to expedite the turnaround time for simple commercial interior plans to five (5) working days. Qualifying plans must be submitted during regular building counter hours and no later than Tuesday by 12:00PM (noon). A plan check fee will be collected at the time of submittal.

### SUBMITTAL REQUIREMENTS

1. Planning review and approval is required before the project is submitted to the Building Division. Over the counter Planning consultation is available, visit Planning Divisions website for hours of operation: [www.mountainview.gov/planning](http://www.mountainview.gov/planning)
2. **The scope of work shall not include:** exterior modifications, additional square footage or change of use, hazardous materials, lab areas with any amount of chemicals, assembly areas that are not accessory to the main occupancy or any use requiring Santa Clara County Health Department approval. Any project that includes locking hardware on elevator lobby doors, stairwell doors, exterior doors or proposed fire alarm activated unlocking systems; will not qualify for the Fast Track process and require a deferred Fire Alarm modification permit, in addition to the Building Permit. *Please Note: This is not an all-inclusive list, additional items may result in disqualification for the Fast Track process, the final determination shall be made at time of submittal.*
3. **The project must comply with the following:**
  - a) B (primary office use) or M (mercantile-retail) occupancy
  - b) Be less than 30,000 square feet in area
  - c) The is building currently or previously occupied
4. Public Works review required as follows:
  - a) Under 15,000 square foot – PW review NOT required,  
*Exception: Projects located in an identified Flood Zone, review is required.*
  - b) 15,000 to 30,000 square foot – PW review required.  
*Provide the following completed information at time of submittal, if required (see attached handouts)*
    - Sewer Lateral Video inspection and clearance (if not conducted in the last 5 yrs)
    - SCVWD well questionnaire
    - FEMA flood zone properties – Complete Flood Development Application
    - Solid Waste requirements
5. Four (4) sets of plans (*Size Minimum 18'x24"*).  
*Two copies must be wet-stamped and signed by the architect or engineer preparing the plans.*
6. Two (2) sets of Title 24 State Energy documentation as required by the California Building Code.  
*Two sets of wet-signed by the document author.*
7. A process description letter is required when the project includes an accessory use or process other than an office or retail type use.

8. Installation of UPS systems less than 50 gallons can be part of the Fast Track process if the properly filled out paperwork is included with your submittal (see attached forms).
9. Architect or Designer shall submit completed 20% Accessibility upgrade form if the project area is not 100% compliant with California Accessibility.
10. Minor structural modifications to the building or area of work may be allowed. Change out of existing HVAC units in the same location or addition of new small units with supporting structural documentation are permitted. *If required, two (2) sets of wet-signed structural calculations to be submitted.*
11. If a second plan check is required, plans must be submitted by Tuesday afternoon in order for the recheck process to be completed by the following Monday. **All original plans and documentation must be included with the resubmittal package.**

*If you have questions regarding the applicability of the Fast Track Plan Check program, please call the Building Division staff during regular phone hours: 8:00 A.M. - 5:00 P.M. at (650) 903-6313.*