

CITY OF BERKELEY

BUILDING PERMIT DETAILED CHECKLIST

This checklist will assist you in preparing plans for submittal with a building permit application. Alterations, additions and remodeling projects may not require all drawings and submittals listed. Please discuss the specifics of your project with the Permit Service Center staff before submitting a Building Permit application. By submitting complete and legible plans that clearly indicate and describe new work and any existing conditions, you will help the City issue your permits as quickly as possible.

All documents must be submitted in person at the Permit Service Center. Mail-in, fax-in or drop-offs cannot be accepted. You MUST call the Permit Service Center to make an appointment to submit plans.

PLANS (3-7 sets, depending on scope of project)

Building plans should be legible and drawn to scale. Plans should be prepared with block lettering and have sufficient contrast to be readable when microfilmed. The minimum sheet size is 11" x 17". Separate sheets may be required for existing conditions and proposed work. Submit photocopies or prints (bluelines or blacklines); do not submit originals. Photographs are **not** acceptable.

When required by California State Law, an architect or an engineer must prepare plans.

GENERAL INFORMATION

- Address of property or assessor's parcel number (APN).
- Owner's name, address and phone number.
- Name, address and phone number of person preparing the plans.
- Zoning district, fire zone, flood zone.
- Applicable codes and regulations.
- Sheet index showing each sheet title and number
- Symbols, legends & abbreviations used in the drawings.
- Description of Work.
- Type of Construction. (CBC Table 601)
- Occupancy Type(s). (CBC Section 302)
- Square footages of existing structure(s) and proposed addition(s).
- Overall building height.
- Special Inspections requirements, if applicable.
- Existing or Planned Fire Suppression System(s).

PLOT PLAN (preferred scale: 1/8" = 1'-0" for normal sized lots.)

- North arrow: true & reference if used.
- Lot lines and parcel dimensions.
- Adjacent street(s) with name(s) indicated, sidewalks, curb cuts.
- Footprint of all building(s), structure(s) and addition(s) with sizes and intended uses indicated.
- Setback distance from front, rear and side property lines, required zoning setbacks.
- Setback distance from face of curb to property line(s).
- Easements or creeks located on or adjacent to property (if any).
- Parking space(s), garages, carports and driveway locations and sizes.
- Decks, porches, balconies, uncovered steps, fences, accessory structures, walls, patios, walkways.
- Grades, contour lines, trees, surface drainage. Indicate the extent of grading to be done.
- Location and height(s) of any retaining walls existing or proposed on the site.
- Underground utilities to property line, locations of meters.

- FLOOR PLAN(S)** (Preferred scale: 1/4" = 1'0")
 - North arrow: true & reference if used.
 - Completely dimensioned floor plan for each floor level.
 - Existing and proposed use of all rooms.
 - Existing walls, new walls, walls to be removed *[may be shown on separate demolition plan]*.
 - Windows, doors and skylights (sizes and types) shown on plans, elevations or schedule.
 - Stairs and landings, up/down arrows, number of treads w/minimum widths indicated.
 - Location of all plumbing fixtures, water heater and hose bibs.
 - Heating/air conditioning system, furnace or heater size and location, registers, thermostats *[may be shown on separate mechanical plan]*.
 - Gas meter and gas outlets.
 - Electrical plan showing locations of service panel (and amperage rating), grounding, subpanels, receptacles, GFCI's, lights, switches, smoke detectors, etc *[may be shown on separate electrical plan]*.
 - Building cross-section locations indicated with section symbols.

- FOUNDATION PLAN** (Preferred scale: 1/4" = 1'0")
 - A completely dimensioned plan of the foundations with detail call-outs
 - Slabs and foundations for garages, patios, breezeways, driveways, sidewalks.
 - Footings, piers, slabs, grade beams, retaining walls (sizes and locations).
 - Hold-downs, connections of new foundations to existing foundations.
 - Any special construction required by the structure, by site conditions or by expansive soils.
 - Required compressive strength of concrete.
 - Crawl access holes and screened vents under raised wood floors.
 - Drainage plan
 - North arrow.

- FLOOR FRAMING PLAN(S)** (Preferred scale: 1/4" = 1'0")
 - Size, span and spacing of floor joists, beams, headers, posts.
 - Lumber species or specification for engineered lumber.
 - Floor openings, layout of floor sheathing, nailing.
 - Locations of shear walls or braced wall panels.
 - Shear wall type and nailing schedule
 - North arrow.

- ROOF FRAMING PLAN(S)** (Preferred scale: 1/4" = 1'0")
 - Size, span and spacing of roof rafters, trusses, beams, headers.
 - Ceiling framing plan including size, span and spacing of ceiling joists and/or rafter ties
 - Roof openings, layout of roof sheathing, nailing.
 - Lumber species and grade.
 - Roof sheathing thickness and specification (i.e. 1/2 CDX)
 - North arrow.

- EXTERIOR ELEVATIONS** (Preferred scale: 1/4" = 1'0")
 - o Existing and proposed exterior elevations of all sides of the building.
 - o Existing and proposed exterior wall finishes and special finishes.
 - o Roof materials and classification, and roof pitches.
 - o Door, window, skylight and other openings: locations, materials and configurations.
 - o Vertical dimensions showing the height of structure(s) and heights of finished floors.
 - o Locations and extent of shear walls, or other methods of shear transfer.
 - o Existing and finished grades showing true site conditions.
 - o Attic and underfloor vents.

- CROSS SECTIONS** (Preferred scale: 3/8" or 1/2" = 1'-0")
 - o Completely dimensioned cross-sections showing the typical construction to be used. Typically at least one transverse and one longitudinal cross-section will be required to adequately depict all construction.
 - o Typical floor, wall, ceiling and roof systems and construction materials.
 - o Existing and proposed ceiling heights.
 - o Locations, types and ratings of thermal insulation.
 - o Building heights, depths of footings, etc.
 - o Cross-section and details of any unusual construction.
 - o Framing and other details keyed to appropriate sheet number.

- CONSTRUCTION DETAILS** (Use appropriate scale)
 - o Footings and retaining walls; dimensions, reinforcing steel, bolts, etc.
 - o Framing connections, hold-downs, shear transfer, wall plates, post-and-beam connections.
 - o Connections of new to existing.
 - o Stairways, including rise, run, stringer size, spacing, connection and support details.
 - o Balconies, decks and guard railings: connections, materials, spacing, and heights.
 - o Handrail type, size, height, material, and connection details.
 - o Fireplaces and Chimneys.

- ADMINISTRATIVE USE PERMIT**
 A full copy of the Use Permit must be incorporated and printed on the *second* sheet of each plan set submitted for a building permit. Include the first (and subsequent, if applicable) page(s) of Use Permit as well as the Conditions of Approval. (8 1/2"x11" pages are **not** acceptable)

- SOILS REPORT** (2 Sets)
 May be required for buildings located on fill areas, hillsides or high water table areas. Soils investigation and reports shall be conducted and prepared by a qualified registered engineer.

- STRUCTURAL CALCULATIONS** (2 Sets)
 Required for any non-conventional framing, non-conventional foundation systems, moment frames, truss-type components, etc. Shall be prepared, stamped and wet-signed by a registered civil engineer, structural engineer, or architect.

- TITLE 24 ENERGY DOCUMENTATION** (2 Sets)
 Required for any alterations and/or additions to building envelope, added/replaced fenestrations, roofing, replaced water heating, HVAC, changes to lighting, etc. See 2008 State Energy Efficiency Standards and/or Compliance Manuals for additional requirements. Must conform to Prescriptive requirements, or be prepared by a licensed architect or energy consultant.

- RESIDENTIAL ENERGY CONSERVATION ORDINANCE (RECO)**
For residential alterations and additions with a valuation greater than \$50,000 and upon sale or transfer of property.
 - Complete Berkeley RECO audit form
 - Incorporate minimum energy conservation measures into addition and alteration plans.

- COMMERCIAL ENERGY CONSERVATION ORDINANCE (CECO)**
For commercial alterations and additions with a valuation greater than \$50,000.

- PRIVATE SEWER LATERAL REGULATIONS**
Required when valuation is \$50,000 or more and 2 or more plumbing fixtures replaced, or if valuation is \$100,000 or more

- WASTE DIVERSION**
A Waste Diversion Plan must be printed on the construction plans at the time of permit submittal for all newly constructed buildings; demolitions valued at over \$3,000; and all renovations with a valuation of \$100,000 or more (this includes additions, alterations, remodels and repairs).

- TITLE 24 PART 2 ACCESSIBILITY**
The California Building Code (Title 24 Part 2 Section 1134B) requires that existing non-residential buildings, when renovations, alterations, structural repairs or additions are to be made, shall be verified for compliance with disabled access requirements. These requirements apply only to the area of specific alteration, structural repair or addition and shall also include the areas listed below:

- A primary entrance to the building or facility
- A primary path of travel to the specific area of alteration/repair/addition
- Sanitary facilities, drinking fountains (if any), public telephones (if any), and on-site parking (if any) serving the area of alteration/repair/addition.

Plans shall provide detailed information for all the existing and proposed exterior and interior disabled access features associated with the proposed construction.

Note: If the project does not exceed a construction valuation threshold of \$132,536.28 and if some of the building elements are not in FULL compliance with current accessibility regulations, an exception may be granted if the enforcing agency determines that FULL compliance with any building standard creates an unreasonable hardship. To be considered for such a determination, please obtain from the Permit Services Center two copies of the City of Berkeley Application for Unreasonable Hardship Exception and include them with the drawings, completely filled-out and signed by all requested parties. The form is also available on-line at <http://www.ci.berkeley.ca.us>. Note that such a determination is not a blanket exemption but, rather limits the required cost of accessibility upgrades to 20% of the cost of the project.

- MISCELLANEOUS RENTAL PROPERTY, Indicate on Plans:**
 - Is this a residential rental unit? Yes No
 - If yes, does the tenant need to be relocated. Yes No

ADDITIONAL REQUIREMENTS TO THE ABOVE ITEMS MAY BE REQUIRED AS DEEMED NECESSARY BY THE BUILDING OFFICIAL.

FEES

Fees are based on construction costs. The project valuations may be increased if the reported cost per square foot is determined to be less than that adopted by City Council. Additional fees for electrical, plumbing and mechanical are required

CITY OF BERKELEY BUILDING AND SAFETY DIVISION <small>G:\CODES\BUILDING & SAFETY\2010 B&S CODE HANDOUTS\BUILDING PERMIT DETAILED CHECKLIST REV 031011FINAL (2).DOCX</small>	BUILDING PERMIT DETAILED CHECKLIST – PG. 4	DATE: 03/10/11
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