



Planning Department  
Permit Service Center

**F. 1. CONDOMINIUM CONVERSION CHECKLIST**  
**Effective March 24, 2009**  
**For Permit Submittal Required by Field Survey**

**Compliance with Local Laws**

**BMC 21.28, Section 21.28.050 Request for determination as to compliance with local laws – corrections required.**

- A. A person who wishes to apply for a tentative map or parcel map to convert to condominiums may request a determination as to whether any building to be converted complies with applicable local laws on the form required by the City.
- B. Upon receipt of a request for determination the City shall perform a record review and site inspection, and provide a determination regarding compliance with such local laws.
- C. Determinations under this section shall state what work must be corrected prior to recordation of a final map, what actions, if any, must be taken in order to bring the property into compliance, and shall require full disclosure of all remaining violations, including unpermitted work, to the homeowners association and all purchasers of each unit to be created. The disclosure must also be recorded with the County and may not be removed until the City confirms that all violations have been corrected.
- D. Only the following types of violations must be corrected prior to recordation of the final map:
  - 1. violations of the Zoning Ordinance that result in the creation of new units or the addition of 100 sq. ft. or more of habitable space on the property; and
  - 2. visible violations of local laws that govern the structural or fire safety of buildings, the safety of their major systems, such as plumbing, electrical and mechanical systems, or Health and Safety Code Section 17920.3, to the extent that they are likely to endanger the occupants or the public.
- E. A determination under this section shall not constitute approval of any work that was done without a permit or any other violation of any applicable code or ordinance or preclude the City from requiring correction of identified violations subsequent to recordation of a final subdivision map, and shall not preclude the City from requiring additional corrective action if additional noncomplying conditions are discovered.

## Typical visible life and safety violations include, but are not limited to:

Visible dry rot

Rotted or missing stairs, decks, porches and balconies

Rotted or missing handrails and guardrails

Non-complying stairs that create a hazard

Severely damaged foundation

Unsafe electrical, mechanical or plumbing

New/replaced/altered gas lines

Water heaters strapping, venting, relief valve drains

Visible structural deficiencies

Lack of egress window(s)

Lack of smoke detectors

\*New/replaced wall heaters \*(Obtain permit **or** have Licensed Mechanical Contractor certify unit(s))

## General information for permits for visible life and safety violations

- Schedule an appointment at (510) 981-7502 to submit your building, plumbing, mechanical, and/or electrical permit application.
- All work that requires a permit shall be applied for at the same time. One permit application and plan set shall be submitted for each structure on the property that requires a permit based on the Condominium Conversion Field Survey Checklist.
- Five sets of plans are required with each permit application.
- Allow five (5) to fifteen (15) working days for 1<sup>st</sup> review by all plan check agencies of your application and plans. If corrections are required, allow five (5) to ten (10) working days for each additional review of all resubmitted plans.

## Plan Submittal Requirements

- All plans shall be legible and drawn to scale, for example  $\frac{1}{4}'' = 1''$ .
- **The minimum sheet size is 11"x17"**
- Provide a clear scope of work statement on the plans and indicate that it is for a "Condominium Conversion." Include the owner's name, address and telephone number as well as the name, address and telephone number of the person that has prepared the plans. Include the number of structures on the lot, the number of stories of the structure, the total number of dwelling units per structure, and any commercial units, if applicable.
- Submit all pages of the inspector's Condominium Conversion Field Survey Checklist including the building card and photographs. Tell the Permit Service Center Staff the application is for a Condominium Conversion project.
- Submit a site plan that includes: a north arrow, property line dimensions, setback distance from front, rear and side property lines, parking spaces, garages, carports and driveway locations and sizes, decks, porches, balconies, accessory structures.
- Provide a floor plan for each level and indicate the location of all work that needs a permit.
- Submit an elevation for any exterior changes or repairs.

- Provide a valuation for the scope of work to be done based on the current rate of labor, material(s) being repaired, replaced or altered.
- Fill out building, electrical, mechanical, plumbing applications, and a zoning certificate or UP or AUP, if applicable, and submit all forms with your plans. State on the application(s) that work is for a Condominium Conversion. All forms are available at our website at: <http://www.ci.berkeley.ca.us/psc/>. Select “Forms and Applications.”
- If the valuation of the project is over \$50,000 and includes alterations that include two plumbing fixtures, you will need to obtain a private sewer lateral (PSL) permit to replace the entire sewer lateral, or provide a Sewer Lateral Certificate from Public Works. Further information is available at our website at: <http://www.ci.berkeley.ca.us/pw/sewers/pvtlat.html>
- Residential plans submitted for this project are also subject to Berkeley’s Residential Energy Conservation Ordinance (RECO, Berkeley Municipal Code Chapter 19.16) if the valuation of all work is \$50,000 or more. This ordinance applies to all residential buildings in the City of Berkeley upon sale or repair/renovation with a valuation of \$50,000 or more. RECO compliance and inspection are required prior to the permit being finalized. Add a statement to your plans saying that RECO compliance will be met prior to final inspection. Further information is available at our website at: <http://www.ci.berkeley.ca.us/sustainable/>
- ***For Disclosure Items that are to be recorded with the County of Alameda, provide a copy of the filed, recorded document to Building and Safety for inclusion in the master permit file.***

**Additional Information for permits for disclosure items or Zoning Ordinance violations**

For applicants who wish to obtain permits for work done without permits, or to legalize work, (***disclosure items or violations of the Zoning Ordinance as noted above***) provide a current floor plan identifying the use of all rooms and showing all electrical, mechanical, and plumbing. The plans shall clearly depict what work is being legalized (e.g., existing non-habitable attic being converted to master bedroom with bath; basement storage area converted to home office/bedroom; existing closet converted to bathroom, etc.)

- Provide detailed information of previous work done without permit that you are legalizing on your plan submittal.
- The valuation of the project should be determined based on the current rate of labor, material, cabinetry, appliances and lighting fixtures that you are repairing, replacing, or altering.
- Additions, basement and attic conversions will be considered new work and will need to meet current code. All applications for residential structures with three or more living units and/or mixed-use occupancies must be reviewed by the Fire Department. Allow fifteen (15) working days for the review of these plans, and ten (10) working days for any resubmitted plans.
- It is recommended that you submit any additional photos that may help the plans examiner become familiar with the property as it relates to the work that requires permits.
- Submit copies of permits or any documentation you have that may aid in the approval of alleged work without permit, or where the legal number of dwelling units is questioned.

Otherwise, the work will be considered as new and must meet current code requirements.

### Specific Guidelines

Review other City guidelines for specific information at <http://www.ci.berkeley.ca.us/psc/>. Select "Forms and Applications."

- Bathroom Remodel guideline
- Kitchen Remodel guideline
- Window replacement
- Decks, Stairs and Porches
- Building Permit Detailed Checklist
- Document Submittal List for Single Family Additions/Alterations

### Tips

- Some homeowners are capable of drawing plans, but many are not. Depending on the scope of work, and how many residential units are on the property, you may be required to have a professional draw up your plans. Even when it is *not* required, it may be wise to use an architect or experienced contractor to aid you in plan submittal. This can often shorten the plan review process. In either case, please make sure you allow enough time for plans to be drawn up, submitted, reviewed, issued and work completed prior to any deadlines that must be met. Most plans submitted to the City of Berkeley do not pass the first review, and corrections are often required on the 2<sup>nd</sup> plan submittal as well. You should allow 2-4 months for the design and review of your plans.
- The "Building Permit Detailed Checklist" and the "Document Submittal List for Single Family Additions/Alterations" are great tools to use to ensure your plans are as complete as possible.

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