



Planning Department  
Permit Service Center

## BUILDING PERMIT SEISMIC CHECKLIST

This checklist will assist you in preparing seismic plans for submittal with a building permit application. 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 the scope of work to be performed, you will help the City issue your permit as quickly as possible.

### **PLANS** (2 sets)

Building plans should be legible. Plans should be prepared with block lettering and sufficient contrast to be readable when microfilmed. The preferred minimum sheet size is 11"x17". Submit photocopies or prints (bluelines or blacklines); do not submit originals.

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

### [ ] **GENERAL INFORMATION**

- Address of property
- Owner's name, address and telephone number
- Name, address and phone number of person preparing the plans
- Scope of work (brief description of work)
- Number all pages (1 of 1)
- Provide information on symbols, legends & abbreviations used in the drawings.

### [ ] **PLOT PLAN** (Preferred scale: 1/8" = 1'0" for normal sized lots)

- North arrow
- Lot line and property dimensions
- Outlines of all building(s), structure(s) and addition(s) with sizes and intended uses indicated
- Setback distances from front, rear and side property lines; required setbacks.
- Easements (if any).
- Parking space(s), garages, carports, and driveway locations and sizes.
- Adjacent street(s) with name(s) indicated

### [ ] **CONSTRUCTION DETAILS** (Use appropriate scale)

- Footings and retaining walls: dimensions, reinforcing steel, bolts, etc. Engineered calculations as necessary.

## **CONSTRUCTION DETAILS (Continued)**

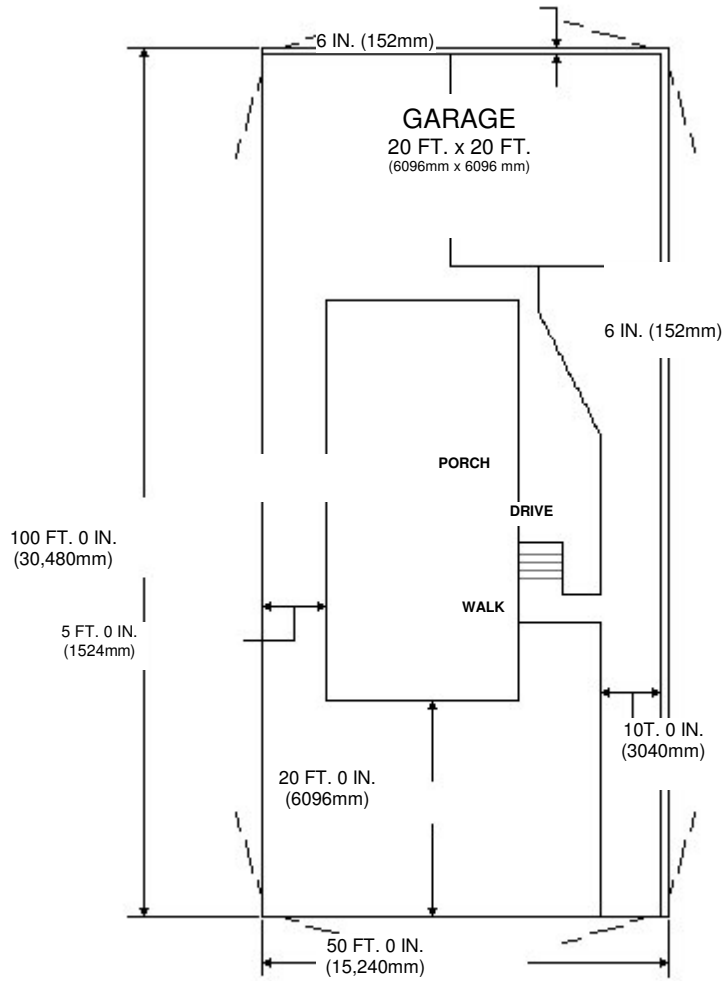
- Framing connections, hold-downs, shear transfer, wall plates, post-and-beam connections (type, location and spacing)
- Structural connections of new to existing (new and existing what?)
- Shear wall-nailing details – thickness, type of plywood, nails and spacing.  
Provide information on ventilation opening in the area. Indicate the size and spacing of openings if in a crawlspace.

## [ ] **FLOOR PLAN**

- Provide floor plan or footprint of building showing area of work
- Indicate location of work, i.e., crawl space, house, garage, kitchen, bedroom, etc.
  - o If in the building, provide a floor plan showing the use of space, ceiling height and any equipment (laundry, HWH, furnace, etc)
  - o If in a garage, indicate whether or not fire separation is needed between house and garage as well as how it will be provided (5/8 Type X sheetrock or something else)
  - o If in a crawlspace, label area as crawlspace with existing height
- Show intended use of all rooms (bedrooms, study, basement, etc.)
- Provide information on type of dwelling, i.e., single family, duplex, 15 units, etc.
- Provide smoke detector information

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

# PLOT (SITE) PLAN



**2120 Milvia Street**

**John Berkeley, Owner**

**2120 Milvia Street  
Berkeley CA 94704  
(510) 981-7500**

Scope of work: Install anchor bolts along the perimeter of the foundation and shear walls on each corner of the building.