

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 work, you will help the City issue your permit 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 sufficient contrast to be readable when microfilmed. The preferred 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.

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.
- Type of Construction. (CBC Table 6-A)
- Occupancy Type(s). (CBCTable 3-A)
- Square footages of existing structure(s) and proposed addition(s).
- Overall building height.
- Description of work.
- Special inspections requirements, if applicable.
- Sheet index showing each sheet title and number.
- Symbols, legends & abbreviations used in the drawings.
- 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 property dimensions.
- 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 setbacks.
- Setback distance from face of curb to property line(s).
- Easements.
- Parking space(s), garages, carports and driveway locations and sizes.
- Decks, porches, balconies, uncovered steps, fences, accessory structures, walls, patios, walkways.
- Adjacent street(s) with name(s) indicated, sidewalks, curb cuts.
- Grades, contours, 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.

CITY OF BERKELEY
PERMIT SERVICE CENTER

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DATE:
01/03/07

- 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).
 - 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 required by the building
 - 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.
 - North arrow.

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

- ROOF FRAMING PLAN(S)** (Preferred scale: 1/4" = 1'0")
 - Size and spacing of beams, rafters, headers, trusses.
 - 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")
 - Elevations of all sides of the exterior of the building.
 - Existing and proposed exterior wall finishes and special finishes.
 - Roof materials and classification, and roof pitches.
 - Door, window, skylight and other openings: locations, materials and configurations.
 - Vertical dimensions showing the height of structure(s) and heights of finished floors.
 - Locations and extent of shear walls, let-in bracing or other methods of shear transfer and shear wall nailing schedule.
 - Existing and finished grades showing true site conditions.
 - Attic and underfloor vents.

- CROSS SECTIONS** (Preferred scale: 3/8" or 1/2" = 1'-0")
 - Completely dimensioned cross-sections of the entire building 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.
 - Typical floor, wall, ceiling and roof systems and construction materials.
 - Locations, types and ratings of thermal insulation.
 - Building heights, depths of footings, etc.
 - Cross-section and details of any unusual construction.
 - Framing and other details keyed to appropriate sheet number.

- CONSTRUCTION DETAILS** (Use appropriate scale)
 - Footings and retaining walls; dimensions, reinforcing steel, bolts, etc.
 - Framing connections, hold-downs, shear transfer, wall plates, post-and-beam connections.
 - Structural connections of new to existing.
 - Stairways.
 - Balconies, decks and guard railings: connections, materials, spacings, and heights.
 - Fireplaces and Chimneys.

SOILS REPORT (2 Sets)

May be required for buildings located on fill areas, hillsides or high water table areas. Soils reports shall be conducted and prepared by a qualified registered engineer or a registered geotechnical engineer.

STRUCTURAL CALCULATIONS (2 Sets)

Required for any non-conventional wood framing or truss-type structures. Shall be prepared by a registered civil engineer, structural engineer or architect.

TITLE 24 ENERGY CALCULATIONS (2 Sets)

Required for any increase in conditioned (heated or cooled) floor area. Must 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.

- o Complete Berkeley RECO audit form
- o 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.

MISCELLANEOUS RENTAL PROPERTY

- o Is this a residential rental unit. Yes No
- o 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.

FEEES

Fees are based on project labor and material 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.