



Building and Safety Permit Service Center

Permits for construction of, additions to or alterations of one or two-unit dwellings including accessory structures require construction documents of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the applicable codes, City and State laws.

Construction documents for dwellings of woodframe construction more than two stories and basement in height shall be prepared by a California licensed architect or engineer. When any portion of a structure deviates from substantial compliance with conventional framing requirements of the California Residential Code, the construction documents for that portion of work shall be prepared by a California licensed architect or engineer.

All documents must be submitted as a non-secured, flattened PDF with embedded fonts and a minimum 11 x 17 inch sheet size.

Building and Safety

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Building Permit Submittal Checklist

ONE OR TWO-FAMILY DWELLINGS

Document Checklist

Drawings

- Site Plan
- Architectural Plans
 - Floor Plans
 - Roof Plan
 - Exterior Elevations
 - Cross-Sections
 - Construction Details
- Structural Plans
 - Foundation Plan
 - Floor Framing Plans
 - Roof Framing Plan
 - Structural Details
- Mechanical Plans, new systems only
- Electrical Plans
- Certificates of Compliance for the California Energy Code
- California Green Building Standards Code Checklist

Documents

- Structural calculations (if applicable)
- Soils report (if applicable)
- Berkeley Unified School District School Facility Fee Certificate (if applicable)
- Construction Waste Management Plan (if applicable)

Information Checklist

General

- Signature on all documents by document author, architect or engineer.
- Name, address, phone number and title of design professional.
- Address of property and name, address, phone number of the property owner.
- Cover Sheet, including:
 - Applicable code editions.
 - Drawing Index
 - Symbol legend
 - Sprinkler and fire alarm systems, yes or no.
 - Description of proposed work.
 - Occupancy Group and Construction Type.
 - Gross floor areas, existing and proposed.
 - Building height, existing and proposed.
 - Lot coverage calculations.

Scale for all drawings.

Site plan

- Property lines with lot dimensions, showing entire parcel and public right-of-way.
- Building footprint with all projections and dimensions to property lines.
- North arrow.
- Easements or creeks with setbacks, if applicable.
- Location of existing and proposed retaining walls.
- Location of hard surface areas, driveways, parking spaces or decks.
- Underground utilities and connection points.

Survey

- All new construction.
- All additions within 1 foot of property lines
- Additions within 6 feet of property lines without fire-resistive construction.
- New or enlarged windows or exterior wall openings within 4 feet of property lines.

Architectural Plans

- Floor plans for each affected level (existing and proposed) designating all rooms and showing all interior cabinetry, appliances, door and window locations.
- Roof plan including overhangs, skylights, chimneys, vents, drains and gutters.
- Exterior elevations affected by proposed work including existing and proposed building height.
- Door and window schedule.
- Architectural details.
- Cross sections in each orthogonal direction showing typical floor, wall, ceiling and roof assemblies and elevations.
- Details of compliance with provisions applicable to projects located in Fire Zone 2 and 3.

Structural Plans

- Foundation plan
- Framing plans at roof and each floor level.
- Structural material specifications
- Special inspection and structural observation requirements.
- Truss layout plans, calculations, elevations, and details showing joints and connection, if applicable.
- Shear wall plans and schedule.

Details

- Footings, piers and grade beams.
- Post and girder intersections.
- Roof eaves, overhangs, rakes and gables.
- Floor transitions.
- Handrails and guards including connections.
- Stairway rise and run, headroom clearance, framing, connections
- Structural wall sections with details at foundation, floor and roof levels
- Details of lateral load resisting elements and associate connections.
- Fireplace – masonry or prefabricated fireplace.

Mechanical, Plumbing and Electrical Plans

- Location of space heating equipment, duct layout, vent terminations, method of providing combustion air.
- Location of water heater and plumbing fixtures.
- Location of electrical main service and subpanels (including sizes), alarms, outlets receptacles, switches, fans, appliances, light fixture type and locations.

Energy

- Certificates of Compliance with all required signatures imprinted on the drawings.

Green

- Completed California Green Building Standards Code Checklist imprinted on the drawings. In addition to the checklist the construction drawings should reflect the California Green Building Standards code requirements through plans, construction details and specifications.
- Construction Waste Management Plan form with all required signatures imprinted on the drawings.

Land Use/Zoning

- Expansion of basements or attics require cross sections depicting both existing and proposed floor to ceiling clearances and photos indicating the existing clearances and conditions.
- Additions on a slope greater than 10% require a cross section along the direction of slope.
- Portions of existing exterior walls and/or roofs to be removed are to be clearly identified on all plans. Note: removal of more than 50 percent of exterior walls and roof requires a Use Permit and public hearing.
- When applicable, Use Permit conditions of approval and description of approved work are to be reproduced on the plans, preferably near the front of the architectural drawings.

Public Works

- Projects involving excavation and foundations must imprint the Best Management Practices for erosion control on the construction drawings.
- Any changes to on-site parking require review by Traffic Engineering.
- Projects with a valuation over \$60,000 require a private sewer lateral certificate.