

**Building and Safety
Permit Service Center**

All permit applications for residential projects shall include a scaled and dimensioned floor plan representing existing and proposed work. For most residential projects, the recommended scale is ¼ inch = 1 foot.

All plans and supporting documents must be submitted in electronic format as an unsecured, flattened PDF with embedded fonts. Minimum 11"x17" sheet size.

Permit Service Center

1947 Center St. 3rd floor
Berkeley, CA 94704
510-981-7500 TTY 6903

[permits@
cityofberkeley.info](mailto:permits@cityofberkeley.info)

RESIDENTIAL FLOOR PLAN CHECKLIST

Rooms

Dimension and label all rooms (existing and proposed) including basement spaces (e.g. bedrooms, kitchen, etc.)

Dimension and label covered parking facilities ("free and clear" interior dimensions of carports and/or garages)

Walls

Existing and proposed, and walls to be removed

Indicate if walls are load bearing or non-load bearing

Note: Minimum egress is required for sleeping rooms; minimum light and ventilation are required for all other rooms. A sleeping room is a space for sleeping not less than 70 square feet with a closet.

Electrical, Mechanical, and Plumbing

Electrical outlets, switches and lights

Heating vents (new and existing)

Smoke Detectors

Plumbing fixtures

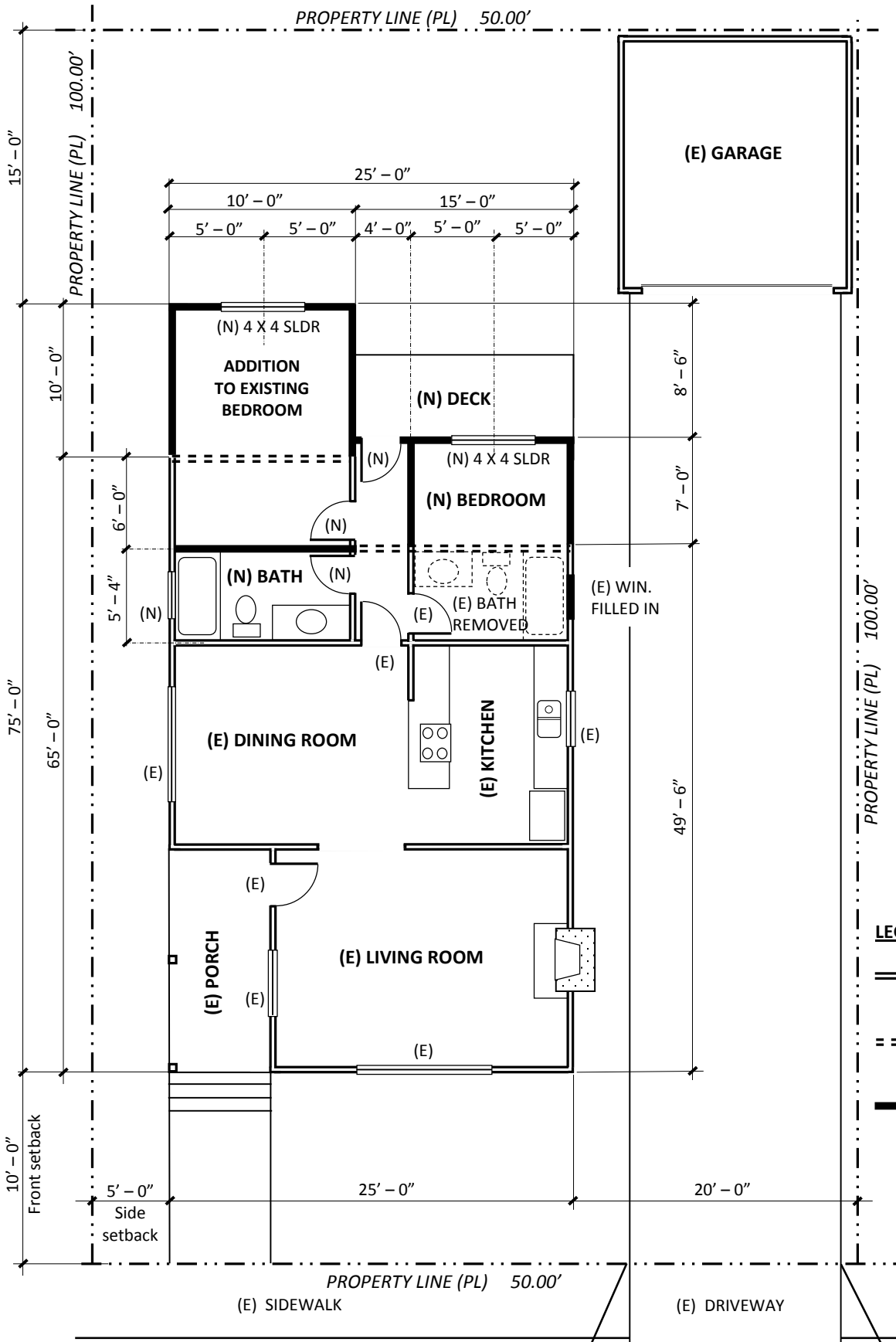
Kitchen and bathroom layout (cabinets, refrigerator, counter tops, etc.)

Other Architectural Features

Fireplaces

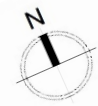
Stairs and associated landings (including handrails and/or guardrail if required)

All other exterior landings such as porches, stoops, decks, and balconies that are exited by means of any type of door



- SITE PLAN REQUIREMENTS:**
- OWNER INFO
 - DESIGNER INFO
 - PROJECT ADDRESS
 - CONCISE SCOPE OF WORK
 - EXISTING FLOOR AREA
 - SUM OF ADDITIONAL FLOOR AREAS

- LEGEND**
- ==== EXISTING WALL TO REMAIN
 - EXISTING WALL TO BE REMOVED
 - ===== NEW WALL
 - (N) NEW
 - (E) EXISTING



SAMPLE SITE PLAN / FLOOR PLAN
SCALE: Not to Scale