



PLANNING & DEVELOPMENT

Land Use Planning, 1947 Center Street, Berkeley, CA 94704
Tel: 510.981.7410 TDD: 510.981.6347 Fax: 510.981.7420
Email: planning@cityofberkeley.info

ZONING CERTIFICATE APPLICATION – *Building Permits*

ZCBP # 20 - _____

BP # _____

Address: _____	Suite/Unit #: _____
Project Description: _____	
Use of Building/Property:	Existing: _____ Proposed: _____
Related Permits: Have any of the following been approved or requested for this project? <input type="checkbox"/> AUP <input type="checkbox"/> Use Permit <input type="checkbox"/> Design Review <input type="checkbox"/> Landmarks	
Project Details (check all that apply):	
<input type="checkbox"/> In-kind repair/replacement (includes windows, decks, siding, etc.) <input type="checkbox"/> New building or enclosed structure (gross floor area: _____ sq. ft.) <input type="checkbox"/> Addition to existing building or enclosed structure (gross floor area: _____ sq. ft.) <input type="checkbox"/> Conversion of garage, basement, or attic to habitable space (gross floor area: _____ sq. ft.) <input type="checkbox"/> Demolition (includes removal/replacement of exterior wall or roof framing: ____% walls; ____% roof) <input type="checkbox"/> Removal or pruning of coast live oak tree – indicate circumference at 4’ above ground: ____ in.	
<u>Exterior changes:</u>	<u>Addition or removal of:</u>
<input type="checkbox"/> Windows (new/enlarged openings)	<input type="checkbox"/> Bedrooms (as defined on reverse)
<input type="checkbox"/> Decks (expanded or new)	<input type="checkbox"/> Interior walls separating commercial spaces?
<input type="checkbox"/> Water heater	<input type="checkbox"/> Parking spaces
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Residential kitchens
Impervious Surfaces:	Does the project create or replace 2,500 square feet or more of impervious surface area? (See reverse for further details)
<input type="checkbox"/> No <input type="checkbox"/> Yes: _____ sq. ft. (submit required stormwater checklist to PSC)	
Applicant Information:	
Name: _____	Address: _____
Phone: _____	City/State/Zip: _____

I hereby certify that the above information is true and complete to the best of my knowledge.

Applicant's Signature: _____ **Date:** ____ / ____ / ____

STAFF USE ONLY	
Intake Planner: _____ Zone: _____	Approved by: _____ Date: ____ / ____ / ____
Zoning Fee: <input type="checkbox"/> \$115 <input type="checkbox"/> \$230 <input type="checkbox"/> \$460 Route to:	Ordinance Section(s): _____
<input type="checkbox"/> DR <input type="checkbox"/> LM <input type="checkbox"/> PW (C.3)	Approval comments: _____



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Intake notes: _____	_____
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Addition of Bedrooms:

Pursuant to Ordinance 7,306-N.S., adopted September 10, 2013, the creation of one or more additional bedrooms on any parcel in the R-1, R-1A, R-2, R-2A, or R-3 Zoning District requires an Administrative Use Permit when a fifth bedroom is added, or a Use Permit when any bedroom(s) beyond the fifth is(are) added. For the purposes of this requirement, “bedroom” is defined as follows:

“Any Habitable Space in a Dwelling Unit or habitable Accessory Structure other than a kitchen or living room that is intended for or capable of being used for sleeping with a door that closes the room off from other common space such as living and kitchen areas that is at least 70 square feet in area, exclusive of closets and other appurtenant space, and meets Building Code standards for egress, light and ventilation. A room identified as a den, library, study, loft, dining room, or other extra room that satisfies this definition will be considered a bedroom for the purposes of applying this requirement.” (BMC Section 13.42.020.B)

Impervious Surface Area:

Per the “Stormwater Requirements Checklist,” “create” means to install new impervious surface where there is currently no impervious surface, and “replace” means to install new impervious surface where existing impervious surface is removed. Replacement of existing roofing (including sheathing and/or framing), and creation of a new story above an existing building (with no expansion of building footprint) are not considered new impervious surface under this regulation.

“Impervious surface area” includes any surface not meeting the following definition: “stores and infiltrates rainfall at a rate equal to immediately surrounding unpaved, landscaped areas, or that stores and infiltrates the rainfall runoff volume described in Provision C.3.d [of the Municipal Regional Stormwater Permit].”

Zoning fees for building permit applications:

Fee category	Fee amount	Comment
All projects except as noted below	\$230	
Accessory Dwelling Unit Neighbor Noticing	\$460	Per BMC Chapter 23.306.060
In-kind repair/replacement work	\$115	E.g., window replacement, dry rot repair, etc. Does not include demolition and rebuild of an entire building.
Project approved with Use Permit and/or Variance	\$460	
Project requiring more than one hour of staff time	\$230 per hour (beyond first hour)	
Fourth and subsequent plan check submittal	\$230 per hour	