



**Building and Safety
Permit Service Center**

The construction documents submitted with the application for permit shall be accompanied by a site plan showing to scale the size and location of existing structures on the site, distances from property lines, finish floor and finish grade elevations, adjacent public right-of-way(s), utilities, etc.

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

The site plan for demolition shall show structures to be demolished and existing structures to remain on the site.

Building and Safety
1947 Center St. 3rd floor
Berkeley, CA 94704
510-981-7440 TTY 6903
buildingandsafety@berkeleyca.gov

SITE PLAN REQUIREMENTS

Project Information

Address:

APN:

Site Plan Requirements

Property lines (boundaries) with lengths and bearings

Exterior dimensions of any proposed building, additions and structures, with setback distances to property lines. Also, any architectural projections such as bay windows, fireplaces, etc.

Setback distances from property lines.

All existing and proposed public improvements such as curb, sidewalk and driveways, etc.

Dimensions and location of any easements

Finish floor and finish grade elevations

Any new or replaced utilities (underground, sewer, water supply, gas service, storm drains, power lines, etc.) and connection points

Address of the construction site

