



**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.

**Submittal Options:**

**Submit Online** At the Permits Online Portal

**Submit In-Person** Appointments are required for in-person services. Plans and supporting documents must be saved on a USB thumb drive.

**Permit Service Center**

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

[permits@berkeleyca.gov](mailto:permits@berkeleyca.gov)

# 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

