



Planning & Development Permit Service Center

Permits for construction of, addition to or alteration of single-family dwellings 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 City and State laws.

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

Permit Service Center

1947 Center Street
Third Floor
Berkeley, CA 94704
510-981-7440
510-981-7450 TDD
planningpermits@cityofberkeley.info

Submittal Documents

In order to reduce environmental and financial impact, the City of Berkeley Planning Department now provides completely electronic document submittal and review. All construction documents must be submitted in PDF file format without security restrictions. Construction drawings should be tabloid (11x17) sheet size minimum, but no less than necessary for clarity and legibility.

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.

Waste Diversion form, if applicable.

INFORMATION CHECKLIST

General:

Signature on all documents by document author, architect or engineer.

Name, address, phone number, title, and registration of design professional.

Address of property and name, address, phone number of the property owner.

Cover Sheet, including:

- Applicable codes and editions.
- Description of proposed work.
- Occupancy Group and Construction Type.
- Gross floor areas, existing and proposed.
- Building height, existing and proposed.
- Lot coverage calculations.
- Symbol legend.
- Sprinkler and fire alarm systems, yes or no.
- Index of drawing sheets.

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.

INFORMATION CHECKLIST (Continued)

Site plan (Continued):

Underground utilities and connection points.

Survey:

All new construction.

Additions within 1 foot of property lines or exterior walls within 6 feet of property lines without fire-resistant 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 connections.

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 (Continued):

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 and vent terminations.

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.

Waste Diversion form with all required signatures imprinted on the drawings.

Zoning Land Use:

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 will require review by Traffic Engineering.

Projects with a valuation over \$60,000 require a private sewer lateral certificate.