



Residential Alterations and Additions

CITY OF NEWARK, CALIFORNIA

BUILDING INSPECTION DIVISION

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Planning/Zoning Review

All additions to residential structures require review by the City Planning Division. A complete set of drawings including a site plan should be submitted to the Building Inspection Division which will route one set of plans to the Planning Division. The review by Building Inspection will run concurrently with Planning's review. However, it is always a good idea to request the Planning Division to provide an informal review of your site plan before an investment is made in preparing construction drawings. The Planning Division is located in City Hall, 37101 Newark Boulevard. You will need to provide a site plan showing existing structures, property lines, and proposed additions. The City has historical site plans on microfiche for most parcels. Copies can be obtained from the Building Inspection Division for a nominal copying fee.

Building Permit

All additions and most alterations to residential structures require a building permit. Simple maintenance projects do not require a permit. Projects excluded from the permit process are:

- Painting, wallpapering and similar finishing work
- Bathroom lavatory or toilet replacement (Kitchen remodels do require a building permit – see brochure titled “Kitchen Remodels” for additional information.)
- Fences not over six feet high. (In some areas of the City a one foot lattice extension may be installed on an existing six foot fence without the need for a permit. Contact the City Planning Division for additional information.)
- Small roof cover repairs not over 100 square feet. (See brochure titled “Reroofing Projects” for additional information)
- Siding or stucco repairs not over 10 square feet. (See brochure titled “Stucco and Siding Installation” for more information.)
- Some window replacements. (See brochure titled “Window Replacement” for more information.)
- Window coverings, including most exterior awnings.

Permits can be obtained at the Building Inspection Division office located in City Hall, 37101 Newark Boulevard. Homeowners and licensed contractors can obtain building permits. Tenants (renters) cannot obtain building permits unless they have written authorization from the property owner allowing them to obtain a permit.

Owner-Builders

Property owners do not need any type of construction license to perform work on their own property. However, if a property owner hires people, other than immediate family members, to perform work, they may be subject to several obligations, including workers compensation insurance, disability insurance, unemployment compensation contributions, and withholding taxes.

Drawings

Projects which involve new floor area; alter existing walls, doors, or windows; or change the configuration of a structure will require drawings describing the proposed work. Each set of drawings needs to show enough detail to describe the project and to indicate proposed work in compliance with building and zoning codes. A complete set of drawings normally includes the following:

- **Site Plan** drawn to scale showing property lines, all proposed and existing structures, and adjacent streets. Interior alterations normally do not need a site plan.

- **Floor Plan** dimensioned and drawn to scale (most often 1/4"=1'-0") showing all new and existing walls, windows, doors, plumbing fixtures, and electrical outlets, switches, and lights.
- **Foundation Plan** dimensioned and drawn to scale showing footings and floor framing. Interior alterations may not need a foundation plan.
- **Roof Framing Plan** drawn to scale showing all rafters, beams, and posts. Interior alterations normally do not need a roof framing plan.
- **Exterior Elevations** drawn to scale showing windows, doors, roof finish, and wall finish. Interior alterations normally do not need exterior elevations.
- **Typical Section** drawn to scale showing floor, wall, and roof construction. Interior alterations normally do not need section drawings.

For complex projects and second-story additions, structural calculations provided by a California licensed architect or engineer will be required.

Some projects that normally do not need drawings are:

- Water heater replacements
- Electrical service upgrades
- Re-piping an existing residence
- Minor electrical work
- Minor plumbing work
- Re-roofing (Changing a flat roof to a pitched roof does require drawings)
- Heater and/or air conditioning installations and replacements
- Pest control damage
- Tub and/or shower installations and replacements
- Siding and/or stucco replacement
- Window replacement

Plan Reviews

When drawings are required, some amount of plan review will be needed. The drawings for most projects will need to be submitted for review. The review process takes between 8 and 15 working days depending on the volume of projects waiting for review. Some small projects may be reviewed "over the counter," depending upon the scope of the work, the size of the drawing package, and availability of plan checkers. Three (3) complete sets of drawings should be submitted for review.

Permit and Plan Review Fees

Fees are based upon the construction valuation of the entire project or the number of inspections required. Plan review fees are collected at the time the drawings are submitted for review. Permit fees are collected at the time permits are issued. For additional information on fees, please refer to Building Inspection's Fee Schedule which can be found on the Division's web site.

Inspections

For information on the types of inspections needed and scheduling of these inspections, please refer to handout B-20, Inspection Procedures for Residential Structures.

City's Web Site

All the handouts referenced in this document can be found on the City's web site at <http://www.newark.org> under "Public Works" then "Building Inspection Division".