



June 8, 2016

Plans

With some exceptions, most projects will require plans describing the proposed work. Some of the projects that normally do not need plans are:

- Water heater replacements
- Electrical service upgrades
- Re-piping an existing residence
- Minor electrical work
- Minor plumbing work
- Re-roofing
- Heater and/or air conditioning installations and replacements
- Pest control damage
- Tub and/or shower installations and replacements
- Siding and/or stucco replacement

Plan Reviews

When plans are required, some amount of plan review will be needed. Plans for very small projects can sometimes be reviewed over-the-counter provided the plans have only a few sheets, no structural review is needed, County health department review is not needed, and review staff is available. The drawings for most projects will need to be submitted for review. The review process takes approximately 30 City working days for the initial review and 15 City working days for back check review if needed. These review times depend on the volume of projects waiting for review.

Application Form

People submitting plans should provide a completed Permit Application Work Sheet (attached). Please make sure all information is provided including the project construction valuation and e-mails. The contractor information is not needed unless the contractor is the applicant.

Deposit

A deposit is collected at the time the drawings are submitted for review. The amount of the deposit is based upon the construction valuation of the entire project. It is the responsibility of the person submitting the plans to provide an accurate estimate of the construction valuation. The deposit can be paid by cash, check, or credit card (Master Card or Visa only).

Number of Sets of Plans Needed for Review

Most projects will need to submit three (3) sets of plans. There are six (6) different City divisions which may need to review the plans for a project. The divisions are listed below with a brief description of the type of projects they would normally review.

- **Building Inspection:** Reviews plans for all projects.

- **Planning Division:** Reviews plans for projects that; 1) go through a land use permit process and were approved by City Council, 2) have an increase in floor area, or 3) involve changes to the exterior of the building triggering a design review.
- **Fire Prevention (Alameda County Fire Department):** Reviews all industrial and commercial projects, hotels, apartment complexes, new single-family dwellings, projects that handle hazardous materials, and any project which could result in modification to an existing fire sprinkler system. Fire prevention services are provided by the Alameda County Fire Department which has offices in Newark City Hall.
- **Landscape-Parks Division:** Reviews projects that went through a land use permit process and were approved by City Council.
- **Engineering Division:** Reviews all projects involving grading activities, all new construction, including single-family dwellings, and any project that went through a land use permit process and was approved by City Council.
- **Police Department:** Reviews projects involving handling of high-cost or restricted material (i.e., jewelry, computers, pharmaceuticals, etc.) and projects which offer personal services such as acupuncture, chiropractic, massage, etc.

Plan Format

Plan sets submitted for review shall be printed on substantial paper, bound along the left side, with all sheets the same size. Plan sheet size shall be no smaller than 8-1/2" x 11" and no larger than 42" x 30". Within that size range plans shall be large enough to allow for appropriate scale, layout and font size. The plan package shall include all applicable architectural, structural, civil, plumbing, mechanical, and electrical plans. The only improvement plans that can be submitted at a later date are listed below. Other improvement plans can be deferred but only when first approved by the Building Official.

- Fire sprinkler system
- Fire alarm systems
- Prefabricated wood trusses
- Storage racking

The cover sheet of the plan set shall include the following information;

- Project address
- Project description
- Name and contact information of the person who prepared the plans
- A sheet index identifying all sheets within the plan set.
- Building information such as; occupancy group, construction type, presence of fire sprinklers, floor areas of new construction, additions, and/or alteration

Submission of Support Documents

When appropriate for the project type the following support documents shall be submitted along with the plans. Except for the soils report provide one copy of each document. Two copies of the soils report shall be provided.

- Soils report – two copies: Required for any new commercial or industrial building, significant addition to an existing commercial or industrial building, multi-family developments with more than three dwellings on an entire site, and single-family homes when there is more than three

homes in a multi-dwelling development.

- Structural calculations – one copy: The cover sheet of the structural calculations must be stamped and wet signed by the engineer who prepared the calculations. Electronic or digital signatures are not acceptable.
- Building occupancy classification Inventory Form – one copy: Required when the building occupant will be handling or storing hazardous materials.
- Title 24 energy conservation compliance forms – one copy: All forms must be signed by the preparer.

Plans Prepared by a Licensed Architect or Engineer

Plans submitted for review must be prepared by a California licensed architect or engineer. There are exceptions. Plans for the following types of projects do not need to be prepared by an architect or engineer.

- Single story one and two family dwellings utilizing conventional construction standards.
- Residential accessory structures, garages, and carports utilizing conventional construction standards.
- Non-structural store fronts in commercial and industrial buildings.
- Cabinets and counters not over eight feet high in commercial and industrial buildings and not involving electrical or plumbing improvements and not triggering disabled access upgrades.
- Non-structural interior partitions not over eight feet high in commercial and industrial buildings and not involving electrical, plumbing, or mechanical improvements and not triggering disabled access upgrades.
- Shelving and racking not over eight feet high in commercial and industrial buildings.
- Equipment and appliances that do not require structural or seismic support. This would include equipment and appliance installation or replacement in commercial kitchens provided the kitchen is not new or the layout has not changed and there are no plumbing, mechanical, or electrical changes or improvements.
- Free standing signs not over eight feet high and wall hung signs not needing special structural support.
- Electrical plans prepared by a California licensed electrical contractor for electrical improvements that same contractor will be making.
- Plumbing plans prepared by a California licensed plumbing contractor for plumbing improvements that same contractor will be making.
- Mechanical plans prepared by a California licensed mechanical contractor for mechanical improvements that same contractor will be making.

All sheets of at least one set of plans prepared by a licensed architect or engineer shall be stamped and wet signed at the time of submission. Electronic or digital signatures are not acceptable.

All Plans Submitted to Building Inspection Division

All plans and applications for a building permit are submitted to the Building Inspection Division which is located at 37101 Newark Boulevard. The Building Inspection Division will route drawings to the proper divisions, collect all comments and provide the applicant with a letter describing detailed instructions, comments, and fees.