



City of Union City – Economic and Community Development Department
Building Division
34009 Alvarado-Niles Road
Union City, CA 94587
(510) 675-5313
Fax (510) 475-7318

SUBMITTAL REQ. FOR ADDITIONS OF AND NEW COMMERCIAL BUILDINGS

PERMIT REQUIRED: Permits are required for all additions to and new commercial buildings in Union City.

THINGS TO KEEP IN MIND:

- School Impact Fees:** – For all new dwelling units and commercial buildings, the applicant shall pay a School Impact Fee. This fee is paid directly to the New Haven Unified School District, 34200 Alvarado-Niles Road, Union City. A receipt of payment must be presented to the Building Department before the Building Permit is released. For further information regarding current fees, contact (510) 471-1100.

PLAN SUBMISSION REQUIREMENTS:

Complete sets of building plans/reports and documents are required for the plan check of the proposed construction. One set will be returned to you as the official approved “job copy.” Plan size shall be 18" x 24" minimum, and 24" x 36" maximum. All dimensions and scales shall be clearly indicated. No marked, altered, or paste-on plans will be accepted. You may be required by the Building Official to obtain a registered architect or professional engineer to prepare your building plans. The City of Union City - Building Division requires:

For Non-Residential Buildings:

- Six (6) sets of complete building plans (plan size - 18" x 24" minimum and 32" x 40" maximum)
- Two (2) sets of Title 24 Report
- Two (2) sets of Structural Calculations
- Two (2) sets of Soil Reports
- Two (2) sets of specifications for assemblies and equipment proposed.
- Letter of ASD Approval by the Union City Planning Department
- Annotated List of “Conditions of Approval” from the Planning Division
- Hazardous Material Business Plan (if applicable)
- Projects over \$50,000 in value and all new commercial buildings;** shall submit a completed Construction & Demolition Waste Management Plan along with the Performance Security. The amount of the performance security shall be calculated as the lesser of 3% of total project cost or \$10,000 USD. Acceptable forms of performance security include; performance bonds, surety bonds, money orders, letters of credit, and certificates of deposits.

The following information, if applicable, shall be included on, or with, all plans submittals for buildings and accessory structures. The information as follows are minimum requirements. The Building Official reserves the right to request further information or clarification.

- Architect’s Information:** The drawings shall be prepared by a California Licensed Architect or registered professional engineer, and shall sign and seal all drawings and calculations as appropriate, state all applicable codes, description and type of work, occupancy and type of construction, allowable area calculations, gross tenant area (by floor), index of drawings.
- Plot Plan:** lot dimensions showing whole parcel, easements and north arrow, building footprint with dimensions to property line, visible utilities curb, parking layout and driveway locations sidewalk designs, and existing fire hydrants within 500 feet of the development.
- Information Required on Plans:** wet sign on all documents by document maker, name, title, registration (address and phone) of design professional, address of property and name, address, and phone number of

property owner. Applicable codes, description and type of work, occupancy and type of construction, allowable area calculations, gross area, by floor, and building height and index of drawing.

- **Grading and Drainage Plans:** tops and toes of slopes, pad elevations and ground slope drain scheme and topo, and retaining walls and drainage systems.
- **Landscaping Plan:** Irrigation and planting schedule, and accessory structures, walkways and decks.
- **Architectural and Structural Plans:** Foundation plan, floor roof framing, exiting layout (where applicable) and proposed, roof framing plan, architectural floor plans, exterior elevations, structural material specifications, structural and architectural details, truss configuration and location, typical cross sections in each direction, and calculations and details for racks over 8 feet.
- **Prefab Trusses:** Submit following with permit package, roof framing plan with Truss ID number, detail of all truss splice, connection and plate sizes, show all trusses, gable bracing and bridge, and review by individual responsible for design.
- **HVAC, Plumbing and Electrical Plans:** Plumbing fixtures and single line schematics with pipe, location of HVAC equipment, duct location, and layout and fire dampers roof penetration details and specifications for new equipment.

All plans, specifications, reports, or calculations for buildings or structures required to be designed by an Architect or Engineer licensed by the State of California, shall have his seal, signature and registration number thereon (each sheet of plans to have proper signatures). Architects and Engineers must also indicate when their license expires.

PLAN CHECK PROCESS:

Initial review of plans may take between 3 - 4 weeks. Re-submittals shall take between 2 - 3 weeks. Larger projects may take longer, please contact the Building Division for further information. The Building Division will route the plans to the appropriate city departments. ***The applicant is responsible in delivering plans to the Alameda County Health Department and Union Sanitary District, when applicable.***

CONSTRUCTION AND DEMOLITION WASTE MANAGEMENT PLAN:

The City requires projects subject to the C&D Recycling Ordinance to recycle; 100% of all Portland cement, concrete, asphalt concrete, non-contaminated soils, land-clearing debris and plant debris and at least 50% of the local construction and demolition debris generated by a project. Projects covered under the C&D ordinance are:

- All newly constructed commercial buildings.
- All non-residential renovation projects where the total costs are, or projected to be, greater than or equal to \$50,000.
- All demolition projects where the total costs are, or projected to be, greater than or equal to \$25,000.

The City of Union City requires that a Completed Construction & Demolition Waste Management Plan along with the Performance Security be submitted at the time of applying for Building Permits. *The amount of the performance security shall be calculated as the lesser of 3% of total project cost or \$10,000 USD. Acceptable forms of performance security include; performance bonds, surety bonds, money orders, letters of credit, and certificates of deposits.*

Applicants for non-covered projects shall be encouraged to divert at least 50% of all project-related construction and demolition debris.

For additional information on the Construction and Demolition Waste Management Plans, you may contact Roberto Muñoz at (510) 675-5466 or e-mail at robertom@unioncity.org.

FEES: For Fee Estimates you may call (510) 675-5313. *Refer to the adopted fee schedule for further information.*

- AT SUBMITTAL:**
 1. Plan Check Fee – Based on the Project Valuation.
 2. Construction & Demolition Waste Management Plan Deposit
- ONCE PERMIT IS READY TO ISSUE:** The Building Division will contact the Applicant of the project with the remaining fee balance.

INSPECTIONS:

- Inspections will be required for all commercial projects. Contact the Building Division for required inspections for your specific projects.

SEPARATE PLANS & PERMITS REQUIRED FOR THE FOLLOWING TYPES OF WORK:

- Assembly Areas (with occupant load greater than 50 persons)
- Automatic Fire Sprinklers/Extinguishing Systems
- High Pile Storage Areas (commodities as regulated by the Fire Code)
- Storage Racks
- Fire Alarm/Smoke Detection Systems
- Flammable Liquid Storage Areas, Compressed Gases
- Spray Booths
- Sign – Storefront and Temporary Signs
- Underground Fire lines

UTILITY DISTRICTS AND COUNTY OFFICES:

Alameda County Water District

43885 S. Grimmer Blvd.
Fremont, CA 94538
Office Number (510) 668-4200
Business Hour Emergency (510) 668-6500
After-Hours Emergency (510) 668-4200

Alameda County Health Department

1000 Broadway, Suite 500
Oakland, CA 94507
Office Number (510)267-8000
(510) 267-3212

PG&E

41800 Boscell Road
Fremont, CA 94538
Office Number (510) 683-3000
24-Hour Emergency (800) 734-5000
24-Hour Power Outage (800) 743-5002
Customer Service (800) 468-4743

Bay Area Air Quality Management District

939 Ellis Street
San Francisco, CA 94109
Office Number (415) 771-6000

New Haven Unified School District

34200 Alvarado-Niles Road
Union City, CA 94587
Office Number (510) 471-1100

Union Sanitary District

5072 Benson Road
Union City, CA 94587
Office Number (510) 477-7500