



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 NEW MULTI-FAMILY BUILDINGS

THINGS TO KEEP IN MIND:

- School Impact Fees** – For all new dwelling units, 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 are required to obtain a registered architect or professional engineer to prepare your building plans. The City of Union City - Building Division requires the following for

New Multi-Residential Buildings:

- Five (5) sets of complete building plans (plan size - 18" x 24" min. and 24" x 36" max.)
- Two (2) sets of Title 24 Report
- Two (2) sets of Structural Calculations
- Two (2) sets of Soil Reports or Geological Study
- A completed Construction and Demolition Waste Management Plan: Pre-Demolition and Construction 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.
- A *completed* GreenPoint Rated Checklist with their building permit application. Prior to their building's final inspection, applicants shall submit documentation demonstrating the building(s) has/have been certified through Build It Green. New landscapes shall comply with the requirements of Chapter 18.112 of the Union City Municipal Code.
- Letter of ASD Approval by the Union City Planning Department
- Annotated List of “Conditions of Approval” from the Planning Division

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.

- 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.
- Plot Plan:** lot dimensions showing entire parcel, building footprint with all projections and dimensions to all property lines, north arrow, visible utilities to curb, easements, parking layout and driveways, locate existing fire hydrants within 500 feet of the development.

- Grading and Drainage Plans:** Existing and proposed grading plans, pad elevation and ground slope drainage scheme and topographic plan, and retaining walls and drainage system existing and proposed.
- 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 2-3 weeks. Re-submittals shall take between 1-2 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.

FEES:

- AT SUBMITTAL:** At the time of submittal a plan check fee and construction waste and demolition deposit (if required) shall be paid, for fee estimate call (510) 675-5313 or see fee schedule.
- ONCE PERMIT IS READY TO ISSUE:** The Building Division will contact the Applicant of the project with the remaining fee balance. *Refer to the adopted fee schedule for further information.*

INSPECTIONS:

- 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.
- Fire Alarm Systems.
- Pools and Spas.
- Accessory Structures Proposed.
- Address Plan
- Signs
- Sound Walls and Fences over 6'

For further information, contact the Building Division at (510) 675-5313.