



City of Union City – Economic and Community Development Department  
**Building Division**  
34009 Alvarado-Niles Road  
Union City, CA 94587  
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## SUBMITTAL REQ. FOR A PATIO ENCLOSURE

### **PERMIT REQUIRED:**

**Patio enclosures, as permitted by Chapter 31, Division III of the Appendix to the current edition of the CA Building Code, have certain limitations.**

1. They are not intended to be used as room additions which require compliance with other code provisions such as waterproof, this Division should be consulted regarding any improvements, particularly those pertaining to electrical work.
2. Patio Covers and Enclosures cannot always be converted to complying room additions. This Division should be contacted prior to the anticipated conversion to review the proposed work.
3. Are required to have an open area not covered with any material except; insect screening with mesh not finer than one-sixteenth inch by one-sixteenth inch, or readily removable translucent to transparent flexible plastic not more than one-eighth inch in thickness.
4. May be used only for recreational or outdoor living purposes, not as habitable rooms, carports, garages, laundry rooms or storage rooms.
5. May have enclosure walls of any configuration, provided the open area of the longer wall and one additional wall is equal to at least 65 percent of the area below a minimum of six feet eight inches of each wall, measured from the floor.

### **FIRE SPRINKLERS:** (15.20.150 Chapter 9, Fire protection systems of the City of Union City Municipal Code) –

Keep in mind: The City shall require you to fully sprinkler your home if;

1. The existing building area is increased in area by 50% or more.
2. The entire structure exceeds 2,500 square feet.

### **PLAN SUBMISSION REQUIREMENTS**

***The City of Union City - Building Division requires:***

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 8-1/2" x 11" minimum, and 11" x 17" 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.

#### **PATIO COVERS:**

- Three (3) sets of complete building plans (plan size – 8-1/2" x 11" minimum and 24" x 36" maximum)
- Two (2) sets of Structural Calculations, if applicable.
- An Approval Letter from the Homeowner's Association, *if applicable*.

#### **AND; FOR PRE-FABRICATED PATIO ENCLOSURES ONLY:**

- Two (2) sets of a current ICC ES Report and the plans that are identified in that report
- Two (2) sets of a current ICC ES Report or other approved agency report for the roof and wall panels
- Two (2) sets of a current ICC ES Report for concrete anchors as stated in patio cover ICC ES Report

***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.***

- The Designer's Name:** When the drawings are prepared by a California licensed architect or registered professional engineer, that person must sign and seal all drawings and calculations as appropriate.
- Existing Dwelling's Information:** Note on the plans the square footage of the existing home, garage and square footage of the proposed addition. State the proposed total square feet of the entire dwelling with its new enclosure. Note on plans whether home is protected with an automated fire sprinkler.

- **Plot Plan:** Show the outlines of the Assessor's Tax Parcel and the locations and use of all existing and proposed buildings. Plan details must include parcel dimensions, building setbacks from all property lines, distance between buildings, percentage of the lot covered by buildings, scale of the drawings, and a north arrow. Also specify the owner's name, the site address, and the Assessor's Parcel Number.
- **Exterior Elevations:** Submit elevations of all sides of the building. Show building height in feet, and indicate the difference in elevation between the highest point of the structure (not including antennas, etc.) and the highest and lowest ground elevation at the exterior foundation of the structure.
- **Floor Plan:** Show complete dimensions. Include location of smoke detectors, electrical outlets, fixtures, door and window types and sizes, other important structural elements, and any other information necessary to show that the building will meet all applicable codes.
- **Foundation Plan:** Show dimensions and depths into bearing soil of all foundation components. Indicate foundation anchoring details, reinforcements, crawl space clearances, vents, and access. Any foundation system that deviates from the standard foundation system described in the Uniform Building Code must bear the seal of a registered civil or structural engineer or architect and have supporting calculations to substantiate the design.
- **Construction Details:** Detail cross sections of foundation components, anchoring, structural member connections, seismic connections, and other pertinent construction details. Show cross sections for as many areas as necessary to completely describe the structural layout. Include details for high strength connections, ceiling heights, and/or other necessary or unusual details.
- **Roof Plan:** Indicate roof layout, skylights, pitches, slope directions, types of roof covering, sheathing, and underlayment. If being manufactured, two sets of calculations need to be included along with a letter from the Engineer stating that the calculations have been review and comply with the drawings.
- **Manufacturers' Engineering Reports:** These are required for ALL prefabricated structural framing components.

### **PLAN CHECK PROCESS:**

Plan checks for patio enclosures may be performed over-the-counter, please contact the Building Division to schedule and appointment. Otherwise, plan check may take 1-2 weeks.

### **FEES:**

- **Plan Check Fee** shall be paid at submittal for Plan Review. Plan Check Fee is based on the project's Valuations (labor and materials). Refer to the Building Division's Current Fee Schedule or call the Building Division for a Fee Estimate.
- At the time of Building Permit Issuance a Building, Electrical and Plumbing Permit may be required. Contact the Building Division for a Fee Estimate.

### **INSPECTIONS:**

- A foundation (track) Inspection is required after the foundation has been prepared or the tracks have been installed. Further required inspections are dependent on the scope of work and will be determined when the building permit is reviewed.
- A final inspection is required after all the work is complete.

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