



SUBMITTAL REQUIREMENTS FOR RESIDENTIAL INTERIOR REMODEL

Building Division

Economic and Community Development
34009 Alvarado-Niles Road
Union City, CA 94587
510-675-5313 – building@unioncity.org

PERMIT REQUIRED: A permit is required whenever the owner or authorized agent intends to remove, add, alter, repair or change any walls, convert, replace, add any electrical, gas, mechanical, or plumbing system within a residence per CRC R105.

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.” 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. Business and Profession Code Sections 5537 & 6737.

PLAN SUBMISSION REQUIREMENTS:

- ❑ Completed Construction Permit Application
- ❑ Three (3) sets of complete building plans (plan size – 11” x 17” minimum and 24” x 36” maximum)
- ❑ Two (2) sets of Structural Calculations (if applicable)
- ❑ Title 24 Energy Forms (if applicable)
- ❑ CALGreen Mandatory Measures Checklist
- ❑ An Approval Letter from the Home Owner’s Association (if applicable)

The following information, if applicable, shall be included on, or with, all plan 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:** The designer must provide their name and signature on all plan sheets. When the drawings are prepared by a Registered California Licensed Architect or Professional Engineer, that person shall stamp and sign all drawings and calculations as appropriate.
- ❑ **Existing Dwelling Information:** Note on the plans the square footage of the existing home and garage.
- ❑ **Plot Plan:** Show the locations and use of all existing buildings. Include parcel dimensions, building setbacks from all property lines, distance between buildings, scale of the drawings, and a north arrow. Also specify the owner's name, the site address, and the Assessor's Parcel Number.
- ❑ **Existing and Proposed Floor Plan** Show complete dimensions. Include locations of carbon monoxide smoke detectors, all appliances, heating systems, electrical outlets, fixtures, attic and under floor access, door and window types and sizes, other important structural elements, fire protection in attached

garages, and any other information necessary to show that the building will meet all applicable codes. Also indicate the gross floor area to be heated.

- **Electrical, Plumbing, and Mechanical Permits:** These will be required in addition to the building permit, when applicable. All electrical, plumbing, and mechanical plans shall be submitted together with the building plans at the time of building permit application.

FEES: Fees that may be assessed depend on the scope of the work that is being performed. *Please refer to the Building Division Fee Schedule.*

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