



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 RESIDENTIAL INTERIOR REMODELS

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.

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 11" x 17" 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:

RESIDENTIAL INTERIOR REMODELS:

- 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*.
- An Approval Letter from the Home Owner's Association (if applicable).
- Completed Construction Permit Application Form

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, and garage.
- Plot Plan:** Show the outlines of the Assessor's Tax Parcel and 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 location of 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.

PLAN CHECK PROCESS: Review of interior residential remodels may be completed over-the-counter. Please contact the Building Division to schedule an appointment.

FEES: Fees that may be assessed depend on the scope of the work that is being performed. Typical fees include a building, mechanical, plumbing, electrical and plan check fees. Please refer to the adopted Building Fee Schedule.

INSPECTIONS: The following inspections will be required after a building permit has been pulled from the City of Union City's Building Division:

- A rough framing, electrical, plumbing, and mechanical inspection is required after the new walls are framed, electrical boxes are installed and before any devices are connected. Any other mechanical or plumbing alterations should be scheduled for a rough inspection (including top-out).
- Other inspections may be required prior to final, please discuss your proposed work with your inspector to discuss your required inspections.
- A final inspection is required after all the work is completed.

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