



SUBMITTAL REQUIREMENTS FOR NEW RESIDENTIAL HOME AND/OR ADDITION

Building Division

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

Complete sets of building plans/reports and documents are required for the plan check of the proposed construction. All dimensions and scales shall be clearly indicated on the plans. 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 per Business & Professions Code Section 5537 & 6737.

PLAN SUBMISSION REQUIREMENTS:

For Single Story Additions:

- Completed Construction Permit Application
- Three (3) sets of complete building plans (plan size - 18" x 24" minimum and 24" x 36" maximum)
- Two (2) sets of Title 24, Part 6 Report
- Two (2) sets of Structural Calculations (if applicable)
- CALGreen Mandatory Measures Checklist
- An Approval Letter from the Homeowner's Association (if applicable)

For New Single-Family Dwellings or Second Story Additions:

- Completed Construction Permit Application
- Four (4) sets of complete building plans (plan size - 18" x 24" minimum and 24" x 36" maximum)
- Two (2) sets of Title 24, Part 6 Report
- Two (2) sets of Structural Calculations
- CALGreen Mandatory Measures Checklist
- Two (2) sets of Soils Report or Geology Study (if applicable)
- Letter of ASD Approval by the UC Planning Division along with the annotated List of "Conditions of Approval"
- An Approval Letter from the Homeowner's Association (if applicable)
- For all New SFD:** Completed C&D Waste Management Plan

The following information, if applicable, shall be incorporated into the plan submittal for buildings and accessory structures. *Advisory: The following information are minimum requirements, the Building Official reserves the right to request further information or clarification. CRC R106.1.1.*

- 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's Information:** Note on the plans the square footage of the existing home, garage and square footage of the proposed addition. Specify the proposed total square feet of the entire dwelling with its new addition.

- **Plot Plan:** Show the outlines of the Assessor's Tax Parcel, the locations and use of all existing as well as proposed structures. Plan details must include parcel dimensions, structures' setbacks from all property lines, distance between structures, including any sheds, awnings, and/or any other accessory structures, parking, driveways, sewer lines, septic tank and leach field locations if applicable, as well as the percentage of the lot covered by the structures, scale of the drawings, and a north arrow. Be sure to specify the owner's name, the site address, and the Assessor's Parcel Number.

- **Architectural Plan/Exterior Elevations:** Submit elevations of all sides of the residence. Show the structure's height in feet, indicate the difference in elevation between the highest point of the structure (not including antennas, etc.) as well as the highest and lowest ground elevation at the exterior foundation of the structure.

- **Grading Plan/Landscape Drawings:** Please provide existing and proposed grading plans on pad elevation, ground slope drainage scheme and topographic plan drawn to 1'-0 contours, retaining walls as well as drainage systems on existing and proposed. Accessory structures, walkways, decks and similar structures need to be shown. For further information on Grading permits, contact the Public Works Department at (510) 675-5308.

- **Foundation Plan:** Annotate dimensions and depths into bearing soil on 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 California Building Code must bear the seal of either a registered civil or structural engineer or architect and have supporting calculations to substantiate the design. Foundation design criteria must be in accordance with data provided in an accompanying soils report.

- **Framing Plans:** Submit framing plans for floor, ceiling, wall and roof framing indicating dimensions, materials, sizes, spacings, and connection details of all structural framing members.

- **Floor Plans:** Provide either complete dimensions or accurate bar scale / Acceptable scale: 1/4" or 1/8". Include location of carbon monoxide & smoke detectors, all appliances, heating systems, electrical outlets, fixtures, attic and under floor access, door and window types, sizes, sill heights on bedroom windows, as well as other important structural elements, fire protection in attached garages, and any other information necessary to show that the building will meet all applicable codes.

- **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, insulation placement, 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. Truss information – *if being manufactured, two sets of calculations need to be included along with a letter from the Engineer stating that the calculations have been reviewed and conform to their recommendations.*
- **Manufacturers' Engineering Reports:** Required for ALL prefabricated structural framing components.
- **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.
- **CalGreen:** Chapter 4 Residential Mandatory Measures to be incorporated into the plans.
- **Survey Report:** A survey by a licensed surveyor will be required on all new single-family dwellings and may be required on additions.

THINGS TO KEEP IN MIND:

- ✓ **Fire Sprinklers** (15.20.100 Chapter 9, Fire protection systems of the City of Union City Municipal Code)
 - 1) **New Construction:** An automatic fire sprinkler system shall be installed throughout all new commercial, industrial, residential, combustible fiber storage vaults, storage buildings, or as set forth in the most recently adopted City of Union City Building Code and the Union City Municipal Code
 - 2) **Additions to Residential Existing Buildings:** The City shall require you to fully sprinkler your home if;
 - When the existing building area, not including the garage, is increased by more than 50%.
 - When the entire structure including the garage exceeds 2,500 square feet.
- ✓ **School Impact Fees** – For all new dwellings and additions 500 square feet and over, the applicant shall pay a School Impact Fee. This fee is paid directly to the New Haven Unified School District, 34200 Alvarado-Niles Road. A receipt of payment must be presented to the Building Department before the Construction Permit is issued. For further information regarding current fees, contact (510) 471-1100.
- ✓ **Utility Undergrounding Requirements (12.24.055 Section of the Union City Municipal Code)** - The construction of any new single-family residence or addition to any existing single-family residence that increases the total floor area by fifty percent (50%) or more shall be required to underground all new or existing overhead service drops.
- ✓ **Union Sanitary District** – Your project may require a permit from the Union Sanitary District, please call (510) 477-7500 for more information.

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.