



City of San Leandro
Division of Building & Safety Services
835 East 14th Street San Leandro, CA 94577
Main Line:(510) 577-3405 Kiosk: (510) 577-3423
Fax: (510) 577-3418

Plan Submittal Guidelines
Single Family/Duplex
Patio Covers, Decks, Sheds
rev. 2016

Drawings (blueprints) - 3 sets, minimum size 11" x 17", to scale

- Cover sheet information –**
Address of project; name, address & phone number of project owner; name, address, phone number, title & registration information of project design professional(s); applicable editions of state & local codes; description of project; gross area of structure; height of structure.
- Plot/Site plan (indicate scale) -**
Lot dimensions; (indicate scale) ,dimensions which indicate the distances from all existing and proposed buildings to adjacent property lines; north arrow; identification of all streets and right-of ways adjacent to the site; location of easements and visible utilities on site; location of all driveways and site entrances.
- Architectural plans (drawn to scale) -**
Exterior building elevations; floor plans identifying use of structure; building sections; details of all fire-rated assemblies; stairs, handrail & guardrail details; flashing details; roof covering specifications; exterior wall covering specifications; also include any electrical or plumbing if applicable.
- Structural plans (drawn to scale) – (if applicable)**
Footing/foundation plan; floor framing plan; roof framing plan; structural frame details; manufactured truss diagrams stamped & signed by design engineer (including ID #'s and splice & connection details).
- Green Building Code –**
The provision of this code planning, design, operation, construction, use, and occupancy of every newly constructed building or structure, unless otherwise indicated in 2016 California Green Building Standards Code. It is not the intent that the California Green Building Code substitute or be identified as meeting the certification requirements of any green building program. Please visit our website at www.sanleandro.org/cd/bldg under Forms, Fees, & Facts for a copy of the residential and non-residential mandatory checklists.
- All residential and non-residential projects must comply with Construction Waste Management:**
Recycle and/or salvage for reuse a minimum of 65 percent of nonhazardous construction and demolition waste in accordance with **Residential Sections 4.408.1, 4.408.2, 4.408.3, 4.408.4, 4.408.4.1, and 4.408.5**

Applicable Construction Codes:

The City of San Leandro has adopted the following codes, with local amendments, as of January 1, 2017.

- 2016 California Building Code
- 2016 California Residential Code
- 2016 California Electrical Code
- 2016 California Mechanical Code
- 2016 California Plumbing Code
- 2016 California Energy Code
- 2016 California Fire Code
- 2016 California Green Building Standards Code
- 2016 California Referenced Standards Code

[NOTE: This list may not reflect all design document submittals which are needed for a specific project review. Permit applicants should contact appropriate City departments to determine if additional documentation is required.]