



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
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Plan Submittal Guidelines
Single Family / Duplex
Alterations/Remodels
rev. 2016

Drawings (blueprints) - 4 sets, minimum size 18"x 24", 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; occupancy classification(s) for all building areas; type of construction; gross building area per floor; building height; fire sprinkler system (yes/no); an index of drawings.
- Wet stamp & original signature of appropriate design professionals, or person responsible for drawings.**
- Plot plan (required if alteration involves change in use of the bldg. or altered site access) –**
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, location of all fire hydrants within 500 feet of site.
- Architectural plans (drawn to scale) -**
Exterior building elevations (if exterior alterations are proposed); floor plans identifying all room areas & uses; building sections; details of all fire-rated assemblies; stairway, handrail & guardrail details; window & glazing schedule; flashing details; roof covering specifications; exterior wall covering specifications; etc.
- Structural plans (as applicable and drawn to scale) -**
When structural changes as proposed, provide as appropriate; floor framing plan; roof framing plan; structural frame details; manufactured truss diagrams stamped & signed by design engineer (including ID #'s and splice & connection details); structural material specifications; etc.
- Plumbing/ Mechanical plans -**
Complete plumbing plans sufficient to show the size and location of all new and/or altered plumbing fixtures, appliances, piping, tubing, venting, grease & sand traps, etc.; indicate whether appliances are gas-operated, electric, or otherwise; etc.Complete mechanical plans and/or specifications sufficient to identify the size and location of all heating, ventilating and air-conditioning equipment; equipment schedule with BTU ratings; etc.
- Electrical plans –**
Complete electrical plans which identify the location and capacity of the main service panel and all sub-panels, and show the location of all new and/or altered receptacles, switches, lighting fixtures,etc.
- 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 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**
- Floodplain compliance verification –**
Structures located in the 100-year floodplain must conform to all mitigation requirements contained in the City's Floodplain Management Ordinance; Title V11, Chapter 9, S.L.M.C., whenever "substantial improvement" is undertaken. ("Substantial improvement" is any repair, reconstruction or improvement, the cost of which equals or exceeds 50% of the market value of the structure.)

Calculations (as applicable) - 2 sets

- Structural calculations** –
Wind load design factor, V, is 110 m.p.h - exposure based on geographical location
- Seismic design category** determined by design professional considering construction design and site
Soil properties as per CBC sec 1613. (most of San Leandro is site class D or E)
- Title 24 energy calculations and forms** -
Complete, signed, and current Title 24 Energy Compliance Forms in 8 ½ x 11 format and on plans.

Other Documents (as applicable) - 2 sets

- Verification of Bay Area Air Quality Management District (BAAQMD) notification**

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 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.]