



City of San Leandro
Division of Building & Safety Services
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**Residential
Garage & Carport**

PLAN SUBMITTAL GUIDELINES

RECOMMENDED DOCUMENT SUBMITTALS

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; fire sprinkler system (yes/no).
- Original signature of person preparing drawings**
- Plot 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; stairway, handrail & guardrail details; flashing details; roof covering specifications; exterior wall covering specifications; etc.
- Structural plans (drawn to scale) -**
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); structural material specifications; etc.
- Plumbing plans & mechanical plans**
if proposed, provide complete plumbing plans sufficient to show the size and location of all plumbing & mechanical fixtures, appliances, piping, tubing, etc.; indicate whether appliances are gas-operated, electric, or otherwise; etc. [**Note: The use of ABS and PVC in drain, waste, and vent systems is expressly disallowed in the City of San Leandro for uses within or under any structures.**]
- Electrical plans –**
complete electrical plans which identify the location and capacity of the main site service panel and all sub-panels and show the location of all receptacles, switches, lighting fixtures, etc.
- 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 VII, Chapter 9, S.L.M.C. whenever "substantial improvement" is any repair, reconstruction or improvement the cost of which equals or exceeds 50% of the market value of the structure

Calculations - 2 sets

- Structural calculations – (for unusually shaped buildings or when conventional wood-frame construction is not utilized) –** 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)

Other Documents - 2 sets

- ❑ Verification of Bay Area Air Quality Management District (BAAQMD) notification, if applicable.

- ❑ Stipulation of required special inspections & other structural observations per Sections 7-5-165 and 7-5-170 of the San Leandro Building Code.

- ❑ Soils report and stipulation of required foundation and final inspections and reports by the Civil or Geotechnical Engineer in responsible charge of the soils investigation per section 7-5-175 of the San Leandro Building Code.

Applicable Construction Codes:

The City of San Leandro has adopted the following codes, with local amendments, as of January 1, 2014

- 2013 San Leandro Building Code based on the International Building Code (2012 IBC), the International Residential Code (2012 IRC), and the International Existing Building Code (2012 IEBC)
 - Includes provisions for: 1) masonry chimneys to be designed to resist horizontal forces and to be inspected by an approved third-party inspector; and 2) structural repair and reconstruction of buildings damaged in declared natural disasters.
- 2013 California Green Building Standards Code (*CALGreen*),
- 2013 San Leandro Mechanical Code based on the California Mechanical Code (2012 UMC)
- 2013 San Leandro Plumbing Code based on the California Plumbing Code (2012 UPC)
 - Includes provisions for: 1) prohibition of the use of ABS or PVC piping material for any drain, waste and/or vent system(s).
- 2013 San Leandro Electrical Code based on the California Electrical Code (2012 NEC)
- 2013 California Energy Code (2014 California Energy Code, Effective July 1, 2014)
- 2013 San Leandro Fire Code based on the California Fire Code (2012 IFC)
 - 1. Sprinklers Systems 2. Alarm Systems 3. Baled Storage

[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.]