



City of San Leandro
Division of Building & Safety Services
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**Multi-Family Residential
New Construction & Addition**
Rev. 2015

PLAN SUBMITTAL GUIDELINES

RECOMMENDED DOCUMENT SUBMITTALS

Drawings (blueprints) - 6 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 licensed design professional on all 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; parking layout and location of all driveways, curb cuts and site entrances.
- Grading/drainage plan -**
Tops & toes of slopes; grade/pad elevations, ground slope drainage scheme & topographical details; retaining walls & drainage systems.
- Architectural plans (drawn to scale) -**
Exterior building elevations (if exterior alterations are proposed); floor plans identifying all room areas & uses; details of all fire-rated assemblies; stairway, handrail & guardrail details; window & glazing schedule; door schedule; room finish schedule (flame spread ratings); flashing details; exterior wall covering specifications (when exterior alterations are proposed); etc.
- Title 24 disabled access plans (drawn to scale, fully detailed & dimensioned) -**
Provide comprehensive plans & specifications verifying compliance with Chapter 11A & 11B of the 2013 California Building Code for disabled access; (projects with valuation less than \$143,303 which are subject to disproportionate accessibility costs may benefit from the submittal of a hardship application.)
- Green Building Code-**
The provisions of the California Green Building Standard Code 2013 shall apply to the planning, design, operation, construction, use and occupancy of every newly constructed building or structure, unless otherwise indicated in this code, throughout the State of California. It is not the intent that this code substitute or be identified as meeting the certification requirements of any green building program.
- Green Point Checklist –**
A “Green Point Rated” checklist from *Build It Green* for all new multifamily construction projects and for multifamily additions exceeding 500 square feet must be completed and incorporated onto a page of the submitted drawings. There is no minimum number of points that must be achieved, but those items selected on the checklist must be indexed to show the page and detail where they may be located in the plans. Although highly encouraged, it is not necessary to achieve a Green Point Rating from *Build It Green* at this time. However, all items checked for points and incorporated into the approved plans must be completed prior to a final inspection approval and/or Certificate of Occupancy. The appropriate checklist may be obtained from the *Build It Green* website at www.builditgreen.org.
- Structural plans (drawn to scale) -**
When structural changes are 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); calculations & details for storage racks over 8 feet in height; structural material specifications; etc.
- Plumbing plans -**
Complete plumbing plans sufficient to show the size and location of all plumbing fixtures, appliances, piping, tubing, venting, grease & sand traps, 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.]**

RECOMMENDED DOCUMENT SUBMITTALS (Cont)

- ❑ **Mechanical plans -**
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; smoke/fire damper locations; etc
- ❑ **Electrical plans -**
Complete electrical plans which identify the location and capacity of the main service equipment and all distribution panels, detail all computed loads and ground-fault calculations, and show the location of all receptacles, switches, lighting fixtures (reflected ceiling plan), exit lights/signs, etc.
- ❑ **Fire protection plans -**
Plans, shop drawings, and specifications for all proposed fire protection systems (submitted to the Fire Department, approved, and installed, prior to occupancy of the building and/or final inspection approval.)
- ❑ **Floodplain compliance verification –**
Structures proposed to be erected in the 100-year floodplain must conform to all mitigation requirements contained in the City's Floodplain Management Ordinance; Title V11, Chapter 7 - 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 - 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 energy documentation (including all required calculations); Forms CF-1R, MF-1R, WS-1R, WS-2R & WS-3R, all parts completely filled out and signed, and reproduced on the plans.

Other Documents (as applicable) - 2 sets

- ❑ **Verification of Bay Area Air Quality Management District (BAAQMD) notification**
- ❑ **Soils reports and stipulation of required special inspections & other structural observations per Sections 7-5-165 and 7-5-170 of the San Leandro Building Code**
- ❑ **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
- 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.]