



**City of San Leandro**  
Division of Building & Safety Services  
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**Single Family / Duplex  
Alterations/Remodels**  
rev. 2015

## PLAN SUBMITTAL GUIDELINES

### RECOMMENDED DOCUMENT SUBMITTALS

#### **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, 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; 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.
- Green Building Code –**  
Section 301.1.1 – The mandatory provisions of Chapter 4 shall be applied to additions or alteration of existing residential buildings where the addition or alteration increases the building's conditioned area, volume, or size. The requirements shall apply only to and/or within the specific area of the addition or alteration.
- Green Point Checklist–**  
A "Green Point Rated" checklist from *Build It Green* for single family construction for all new construction projects or additions that exceed 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. 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](http://www.builditgreen.org). Although highly encouraged, it is not necessary to achieve a Green Point Rating from *Build It Green* at this time.
- Structural plans (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 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. **[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.]**
- 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; etc.

## RECOMMENDED DOCUMENT SUBMITTALS (Cont)

- ❑ **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.
- ❑ **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 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 - 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**

### 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 (2011 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.]