



**COUNTY OF
ALAMEDA,
PUBLIC WORKS
AGENCY, BUILDING
INSPECTION
DEPARTMENT**

Elmhurst Street, Hayward, CA 94544
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<https://www.acpwa.org/permits/building-inspections/index.page?>

MINIMUM PLAN SUBMITTAL REQUIREMENTS

NON-RESIDENTIAL BUILDINGS – NEW CONSTRUCTION

GENERAL REQUIREMENTS

1. Please see submittal info at our website. Starting February 1, 2021, building permit application (with design plans) shall be submitted electronically at our online portal <https://acpermit.acgov.org/portal/#/>
2. Plans shall be drawn to scale on minimum sheet size of 24"x36". Electronic plans (PDF format) shall be submitted for plan review. And approved plans shall be printed for field inspections. Plans shall be legible and of sufficient clarity to indicate the nature and extent of the work proposed. Plans shall be fully dimensioned and shall show, in detail, how the proposed work will conform to the requirements of the Building, Electrical, Plumbing, and Mechanical Codes as well as all other applicable laws, ordinances, rules, or regulations.
3. When required by the California Business and Professional Code, plans for non-residential buildings must be prepared by a CA-licensed architect or engineer.
4. Plans shall contain the job address, the name and address of the owner of the property and the name, address, and signature of the person who has prepared the plans.

5. Floor plans, elevations, etc. shall be drawn to a scale of not less than 1/8" (preferably 1/4") = 1'-0".
6. Basic building information, applicable building code edition, occupancy classification, uses, type of construction, fire sprinkler system, and allowable area code analysis.

PLANS

1. **Topographic Plan.** For new non-residential buildings, a topographic plan must be prepared and signed by a CA-licensed land surveyor or registered civil engineer.
2. **Site Plan** drawn to a scale of not less than 1" = 20'-0" or 1/16" = 1'-0" to include:
 - a. Project address and legal description.
 - b. Name and contact information of the property owner, design professional in responsible charge and project consultants.
 - c. Location of easements, driveways, power poles and lines, waterways, septic and drainage fields, storm drains, curbs, gutters, sidewalks, fire hydrants, utility services and lines.
 - d. Location of all existing buildings and structures on the property, their dimensioned distance from property lines and each other.
 - e. Fully dimensioned parking plan. Include tabulation of existing and proposed spaces. Include ADA, EV-ready and clean air vehicle parking spaces.
 - f. Clearly show the accessible route (path of travel) for disabled around the site and to building entrances.
 - g. Grade elevations at property line corners, at driveways, and at garage floor.
3. **Grading and drainage plans** indicate how the property is proposed to be graded and drained and the proposed first floor finished elevation. **NPDES** requirements shall be incorporated into the construction documents.
4. **Floor Plans** shall be drawn to scale of not less than 1/8"=1'-0" and fully dimensioned. Identify on plans the

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use of every room or space. Provide door and window schedules and dimensions.

5. **ADA Compliance for Disabled.** Fully-dimensioned plans and details indicating compliance with disabled access requirements. Include building entrances and accessible routes within the building, accessible restrooms, counters, drinking fountains, etc. Plans shall be signed by a licensed architect.
6. **Exterior elevations** drawn to a scale of not less 1/8" = 1'-0". Elevations to indicate the shape of the roof, roof pitch, and type of roof covering proposed. Elevations to also include ground line for use in determining the overall height of the building.
7. **Cross section(s)** drawn to scale of not less than 1/8"=1'-0" through the building at all significant locations. At least two sections shall be provided in orthogonal directions.
8. **Roof Plan** shall be drawn to a scale of not less than 1/8"= 1'-0" and indicate roof equipment and drain locations and sizes.
9. **Structural Plans** signed by a CA-licensed engineer shall be provided for each floor and roof level. Structural, framing, and foundation plans shall identify size and spacing of all structural elements. Provide complete details for all critical connections, construction assemblies, size & location of anchor bolts, concrete reinforcement details, lateral force-resisting elements.
10. **Plumbing Plans** to include site utility plan and sizing calculations, plumbing fixture and single line plumbing diagrams, waste and vent plan, sizing calculations, water pipe sizing calculations, kitchen plan for commercial kitchens, roof drain plan and sizing calculations, condensate drain plan & hydronics piping plan, chemical waste & piping plan.
11. **Mechanical Plans** to include HVAC plan (location, size, duct layout, smoke/fire dampers), environmental and product conveying duct plan, gas



pipng and sizing calculations, and kitchen plan for commercial kitchens.

- 12. **Electrical Plans** to include load calculations and panel schedules, outlets, fixtures, switches, service panels, subpanels, single-line diagram to show wire & conduit sizes, and reflected ceiling lighting plan.
- 13. **Landscape & Irrigation Plans**, when required, landscape plans shall be prepared by CA-licensed landscape architect in compliance with water-efficient landscape ordinance.
- 14. **Stormwater & Erosion Control Plans**, when required, stormwater & erosion control plans shall be prepared by an individual licensed in the State of California.

DOCUMENTS AND CALCULATIONS

- 1. **Soil/Geotechnical Report.** Soil/Geotechnical report shall be prepared according to California Building Code Chapter 18.
- 2. **Structural calculations** to demonstrate the building is in compliance with structural provisions of the building code. The structural calculations shall address both vertical and lateral forces and shall be wet stamped and signed by a licensed engineer or architect registered in the state of California.
- 3. **Title 24, California State Energy Regulations**, calculations, and documentation. Forms CF1R and the mandatory measures shall be printed on the plans.

Effective As of January 1, 2023

2022 California Building Standards Code:

- 2022 California Building Code (T24, Part 2).
- 2022 California Residential Code (T24, Part 2.5).
- 2022 California Electrical Code (T24, Part 3).
- 2022 California Mechanical Code (T24, Part 4).
- 2022 California Plumbing Code (T24, Part 5).
- 2022 California Energy Code (T24, Part 6).
- 2022 California Historical Code (T24, Part 8).
- 2022 California Existing Building Code (T24, Part 10).
- 2022 California Green Building Code (T24, Part 11).
- *Alameda County Building Ordinance: The Adoption and Amendments of California Building Standards Code.*

GUIDELINE

**Commercial Buildings
New Construction**

2022 California Building Code

IN UNINCORPORATED
ALAMEDA COUNTY

IMPORTANT, PLEASE READ!!

This brochure is designed to provide basic information on how to submit plans for Non-residential building projects. Requirements for each project may be different.

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CODES