



**INTERIOR ALTERATION OR CONVERSION OF NON-HABITABLE SPACE TO HABITABLE**

Floor plan(s) of the area of the alteration or conversion AND THE ADJACENT ROOMS drawn to a scale of not less than 1/4"=1'-0". Plan to indicate the uses of each room and the size, location, and type of all doorways, windows, and skylights. Floor plan also to indicate all permanent counters, cabinets, appliances, electrical lighting and power outlets.

Note: If your project includes the conversion of a garage area to habitable space, a plot plan prepared in accordance with item 1 of DECKS, PATIO COVERS, AND PATIO ENCLOSURES is required. In addition to those requirements the plot plan is to indicate the proposed location of new off street parking to replace the parking eliminated due to the conversion of the garage. Consult with Alameda County Planning Department regarding off street parking requirements.

Plans to indicate all new, removed and existing walls and structural plans, sections and details indicating how support of the structure is accomplished for any bearing walls which are proposed to be removed.

**DECKS, PATIO COVERS, AND PATIO ENCLOSURES**

Plot Plan drawn to a scale of not less than 1" = 20'-0" or 1/16" = 1'-0". The plot plan shall show:

- a. The size and shape of the property including dimensions.
- b. The location of all existing buildings and structures on the property, their dimensional location from property lines and each other.
- c. The location of any easements, driveways, power poles and lines, waterways, septic and drainage fields, storm drains, curbs, gutters, sidewalks, and utility services and lines.

d. Indicate on the plot plan the size and location of the Deck, Patio Cover or Patio Enclosure in relationship to the property lines and existing buildings and structures.

For Decks and a Patio Cover or Patio Enclosure, which has a raised wood floor, provide a floor framing plan drawn to a scale of not less than 1/4"=1'-0", indicating size and spacing of floor joists, girders and beams.

For a Patio Enclosure provide a floor plan drawn to a scale of not less than 1/4" = 1'-0" include a floor plan of the adjacent rooms and the uses of each room and the size, location, and type of all doorways, windows and skylights within the rooms.

Foundation plan drawn to a scale of not less than 1/4"=1'-0". Plan to show size and type of foundation system proposed.

For a Patio Cover or Patio Enclosure provide a roof framing plan drawn to a scale of not less than 1/4"=1'-0" indicating the size and spacing of rafters and any beams supporting the roof structure. A cross section indicating how members are attached together and supported and how high the structure is above the ground.

For a Patio Enclosure provide exterior elevations drawn to a scale of not less than 1/4"=1'-0". Elevations to indicate the height and shape of the roof, roof pitch, and type of roof covering and the proposed ground line.

Note: Some of the above plans may be combined provided that all information required is clearly shown.

**MINIMUM PLAN SUBMITTAL REQUIREMENTS**

**SMALL RESIDENTIAL PROJECTS**

**GENERAL REQUIREMENTS**

- A. Please see submittal info at our website. Starting February 1, 2021, building permit application (with design plans) may be submitted electronically at our online portal. <https://acpermit.acgov.org/portal/#>.
- B. Plans shall be drawn to scale, on minimum sheet size of 11"x17". 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. The specifications or plans shall indicate the type and grade of all the materials used in the proposed work.
- C. The plans shall contain the address where the work is proposed to be done, the name and address of the owner of the property and the name, address, and signature of the person who has prepared the plans.

**MINIMUM REQUIREMENTS**

Additional plans and information may be required. The additional requirements will be determined by a screening of the plans by our staff. This screening can be done any time before applying or at the time of application.

**DOCUMENTS AND CALCULATIONS**

1. Soil/Geotechnical Report. When required, 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.

**CODES**

Effective: 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.*



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

399 Elmhurst Street, Hayward, CA 94544  
(510) 670-5440, Fax (510) 293-0960  
Email: [permitbid@acpwa.org](mailto:permitbid@acpwa.org)  
<https://www.acpwa.org/permits/building-inspections/index.page?>

**GUIDELINE**

**Small Projects for  
Single Family  
Dwellings**

**2022 California Residential  
Code**

**IN UNINCORPORATED  
ALAMEDA COUNTY**

**IMPORTANT, PLEASE READ!!**

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

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