

Residential Multifamily

New Construction Or Remodel To Existing Multifamily Building

This checklist provides steps and minimum requirements for a complete building permit submission. Each project is unique and additional requirements may be needed. Please note this is not a plan review correction list. All applications, plans and supporting documents shall be submitted through our [Electronic Online Portal](https://acpermit.acgov.org/Portal/#/). (<https://acpermit.acgov.org/Portal/#/>)

APPLICABLE CODES: California Building Standards Codes (currently 2022) as adopted by Alameda County Municipal Code, [Ordinance No. 2022-58](#), Chapters 15.08, 15.12, 15.16 & 15.20.

Step 1. PORTAL REGISTRATION / SIGN IN

NEW USER:

- See instructional videos “Portal Overview”, “User Registration”, and “Submitting Application”.
- Create new user account at [Electronic Online Portal](#). Follow instructions on the portal.
- For assistance, please contact (510) 670-5440 or permitbid@acpwa.org.

EXISTING USER:

- Sign in at [Electronic Online Portal](#)

Step 2. PLANNING/ZONING VERIFICATION

OBTAIN PLANNING DEPARTMENT APPROVAL:

- Submit electronically at [Electronic Online Portal](#)
- Select “Create New Application”.
- Apply for “*Building Applications Requiring Plan Review*”.
- Find address or parcel. Follow instructions on portal.
- Check your email notifications for Planning Department corrections or instructions (as applicable).

Step 3. BUILDING PERMIT APPLICATION

COMPLETED APPLICATIONS:

- Each building shall have a separate building permit application.
- In permit “Description”, please indicate BLE#/COD# (as applicable) for legalization of work performed without building permit.
- See sample of completed application by owner/builder, by contractor.

PLANS:

- Submit one complete PDF file (not separate files for each trade).
- Electronic or hand-drawn plans must be to scale. 24”x36” sheet size or larger.
- Scale (as applicable to plans and details)
- Cover sheet / title page.

- Sheet index for all plans being submitted (include all applicable trades).
- Architect/engineer for projects involving egress, fire, structural safety and/or ADA (Calif. Business & Professions Code 5537 & 5538).
- Electronic stamps & signatures accepted.
- Site plan
 - All property lines, all structures, and distances from all structures to property lines
 - Dimensions of all property lines.
 - Easements (as applicable)
 - Any site work including landscaping, site retaining walls, etc.
 - Show any septic system
 - Show utility meter locations (gas, electric and water)
 - North arrow and drawing scale
- Floor & roof plans
 - Scale: ¼" = 1'-0" plans (typical)
 - Fully-dimensioned proposed work.
 - Label the use of all rooms
- Exterior elevations – labeled by direction
- Building cross sections – referenced on plan
- Architectural details and notes
- Accessible dwelling unit(s) (ADA) per CBC Chapter 11A (as applicable). Include plans and details.
- Accessible site and common use areas per CBC Chapter 11B (as applicable). Include plans and details.
- Structural plans
 - Foundation plan.
 - Floor framing plan.
 - Roof framing plan.
 - Structural details and notes.
- Civil Plans (as needed)
 - Survey & grading plans.
 - Site improvement plans & details including site accessibility (ADA) per CBC Chapter 11B.
 - Utility Plan.
- Electrical / Mechanical / Plumbing plans.
- CalGreen [Checklist](#) (residential) shall be included directly in plans.
- Energy report for each building (included directly in plans).

SUPPORTING DOCUMENTS:

- Structural calculations (as needed).
- Construction & Demolition Debris (C&D) form completed on [portal](#).
- Geotechnical Report (as needed).

Step 4. BUILDING PERMIT PLAN REVIEW

INITIAL INTAKE:

- Initial intake: 5-10 business days
- Permit technician review plans and supporting documents for completeness
- Pay building intake fee on [portal](#)

DEPARTMENT PLAN REVIEW¹:

- Building Department
- Fire Department
- Environmental Health – Sites with septic system and/or food safety (as applicable)
- Development Engineering – Projects involving tract/parcel maps, subdivisions, right-of-way encroachment (as applicable)
- Grading Department – Projects requiring earthwork not on flat lots (as applicable)

TIMEFRAMES FOR BUILDING DEPARTMENT PLAN REVIEW²:

- First review: 40 business days
- Subsequent reviews: 20 business days

¹ **Note:** Plans are routed electronically to each department for review. See plan review comments on portal and/or follow up with respective departments.

² **Note:** Plan review corrections must also be resolved with other departments (as applicable). Follow up with each department directly for their review timeframe.

Step 5. PERMIT ISSUANCE

MEET ADMINISTRATIVE CONDITIONS:

- Meet all administrative conditions Prior-To-Issuance (PTI) of the building permit.
 - E.g. School fees, C&D form, will serve letters, special inspection forms, PG&E AIC letter, etc
 - Internal staff will review these PTI conditions and check “met” when satisfactorily completed.
 - Other departments will check off PTI conditions for their department.

PAY BUILDING PERMIT FEES AND PERMIT ISSUANCE:

- Building permit fees may be adjusted per scope & permittee, prior to payment.
Pay building permit fee on [portal](#)
- See email notification for instructions to download building permit, approved plans & supporting documents.
- Print one hard copy of the building permit, approved plans, and approved supporting documents for use during building inspections.

Step 6. INSPECTIONS

SCHEDULE THE REQUIRED INSPECTIONS:

- See building permit card and schedule required inspections through the online [portal](#).
- Complete all required building inspections (incl. final inspection) prior to permit expiration date.



BUILDING PERMIT APPLICATION

Application Date: 05-02-2023

Application/Permit Number: BLD2022-01713

Project Address: 22447 Ruby St

Locality/City: CASTRO VALLEY CA

Zip: 94546

Assessor's Parcel Number: 415 023008100

Tract/PM:

Lot #:

APPLICANT Name: James E. Roberts-Obayashi Corporation

Phone: 925-820-0600 Cell:

Address: 20 Oak Ct.

City: Danville

State: CA

Zip: 94526

Email/Fax: cstorkan@jerocorp.com

MAIN CONTACT: Applicant Owner/Tenant Arch/Eng Contractor

OWNER Tenant (owner's written approval required)

PROFESSIONAL Architect Engineer Designer Other

Name: [REDACTED]

Company Name:

Address: [REDACTED]

Name: matthew baker

CA Reg. #:

City/State/Zip: [REDACTED]

Address:

Phone: [REDACTED]

City/State/Zip: Oakland CA 94612

Tenant Company:

Phone: 510.465.7010 x144

Email/Fax: mbaker@pyatok.com

CONTRACTOR Name: Chelsea Storkan

Phone: 925-820-0600

Cell: 925-820-0600

Company Name: James E. Roberts-Obayashi Corporation

Email/Fax: cstorkan@jerocorp.com

Address: 20 Oak Ct.

City: Danville

State: CA

Zip: 94526

PROJECT INFO Type: a05 Five Or More Units

Permit For: BuildingElectricalPlumbingMechanical

Description of Work: Ruby Street Apartment Complex for 72 residential dwelling units per plans and calculations (80,885 SF total, 70,924 SF habitable). This project subject to CA-TCAC (tax credit) requirements for accessibility.

1) Building will be four stories and consist of a wood frame building of type VA construction.

2) Residential unit types as follows for total of 72 units:

- a) 0 Studio - 8 units.
- b) 1 Bedroom - 27 units.

Proposed Use: Dwellings

Existing Use: Vacant

Floor Area Habitable (sq.ft.) 70924 Non-Habitable (sq.ft.) _____ Est. Const. Val. : \$ 28864035.00

New: _____ Occupancy Class: R-2

Existing: _____ Type of Const: Type V, A No. of Stories: 4

Remodel: _____

Note: You have completed information for permit submittal; continue to the back page for Permittee Declaration at permit issuance.

PLANNING APPROVAL Zoning: R-S-D-20

For Plan Check Only: Rodrigo Orduna

Date: 2022-05-12

Park Dedication Fees: @ Utility Rls - Amt \$ N/A

For Permit Issuance: Rodrigo Orduna

Date:

*Bldg Pad Cert. @ FDN N/A *Bldg Ht. Cert.: @ Framing N/A *PLN Insp. Req'd.: @ Utility Release N/A

Planning Notes: Approved as to Zoning per PLN2019-00024.

Grading N/A Route: _____ Date: _____ Road/Flood N/A Route: _____ Date: _____

Fire N/A Route: _____ Date: _____ Comments



PERMITTEE DECLARATION *California Health & Safety Code 19825*

Project Address: 22447 Ruby St **Case Number: BLD2022-01713**

A. LICENSED CONTRACTOR'S DECLARATION

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Signature of Contractor: Chelsea Storkan **License Class:** _____ **Lic. No.:** 358519
Print Name: Chelsea Storkan **Date:** 05-02-2023

B. OWNER - BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

I, as owner of the property, or my employees with wages as their sole compensation, will do all of or portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.).

I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors' State License Law.).

I am exempt from licensure under the Contractors' State License Law for the following reason:
 By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: <http://www.leginfo.ca.gov/calaw.html>.

Signature of Property Owner or Authorized Agent: _____ **Print Name:** RUBY STREET L P **Date:** 05-02-2023

C. WORKERS' COMPENSATION DECLARATION

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. Policy No. _____

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier: Starr Indemnity & Liability **Policy Number:** 100 0003842 **Expiration Date:** 08/31/2023
Name of Agent: Priscilla Pablo **Phone:** 408-352-6700

I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Signature of Contractor: Chelsea Storkan **Print Name:** James E. Roberts-Obayashi Corporation **Date:** 05-02-2023

D. DECLARATION REGARDING CONSTRUCTION LENDING AGENCY

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097, Civil Code).

Lender's Name: Silicon Valley Bank **Lender's Address:** 505 Howard St., 3rd Floor, San Francisco, CA

By my signature below, I certify to each of the following: I am the property owner or authorized to act on the property owner's behalf. I have read this application and the information I have provided is correct. I agree to comply with all applicable city and county ordinances and state laws relating to building construction. I authorize representatives of this city or county to enter the above-identified property for inspection purposes

Signature of Property Owner or Authorized Agent: _____ **Print Name:** RUBY STREET L P **Date:** 05-02-2023



This Permit is for: Building Electrical Plumbing Mechanical

Address: **22447 RUBY ST, CASTRO VALLEY, CA 94546**

Project Information

APN: **415 -0230-081-00**

Project Name:

Valuation: \$28,864,035.00

Type of Work: Five Or More Units

Thomas Guide:

Existing Use: Vacant

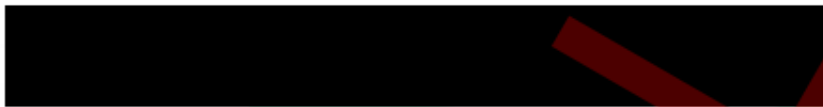
Issued To:

James E. Roberts-Obayashi
 Corporation
 20 Oak Ct.
 Danville, CA 94526

Primary: 925-820-0600
 E-mail: cstorkan@jercorp.com

Proposed Use: Dwellings
 Occupancy Groups: R-2 B
 Type of Construction: Type V, A

Owner:



Description of work: Ruby Street Apartment Complex for 72 residential dwelling units per plans and calculations (80,885 SF total, 70,924 SF habitable). This project subject to CA-TCAC (tax credit) requirements for accessibility.

- 1) Building will be four stories and consist of a wood frame building of type VA construction.
- 2) Residential unit types as follows for total of 72 units:
 - a) 0 Studio - 8 units.
 - b) 1 Bedroom - 27 units.
 - c) 2 Bedroom - 19 units.
 - d) 3 Bedroom - 18 units.
- 3) The ground floor contains support functions for the residents, including mailboxes, bike storage, community rooms, and management offices.
- 4) Accessibility will be provided for the residential units per CBC chapter 11A and 11B in number and distribution per CA-TCAC (tax credit) funding program requirements.
- 5) Construct two parking lots divided between the Ruby St lot south of the building and the Crescent Ave lot to the west of the building.
 - a) Construct 4 van and 4 standard accessible parking spaces.
- 6) Site improvements include sidewalks and accessible ramps,
- 7) The project will include a rooftop solar electricity PV panel system.
- 8) Demolition of existing structures shall be under separate demo permit.

The subject parcel has a boundary adjustment to create three parcels under PLN2019-00006 and all development including the site work will be under "Parcel A".

Additional permits are required for any work not described on this permit

Smoke & Carbon Monoxide Alarms are required for all dwelling units where permitted work exceeds \$1,000. Permittee is responsible for the installation of Smoke & Carbon Monoxide Alarms according to the manufacturer's specifications and comply with current CBC & CRC.

Per the County Ord., construction hours allowed are Mon - Fri: 7am to 7pm, Sat. & Sun: 8am to 5pm, or restricted by other special conditions.

Permit Services Fees

Plan Check/Other Services Fees:

T24 Energy Pln Rvw (12.5%)	\$13,572.76
Pln Chk Proc Fee (\$20/s \$30/c)	\$30.00
Building Plan Review (80%)	\$86,865.67
Plumb Plan Rvw (Comm only 17%)	\$14,767.16
Mechl Plan Rvw (Comm only 18%)	\$15,635.82
Elect Plan Rvw (Comm only 20%)	\$17,373.13
Address Assignment, min 1hr	\$2,660.00
Plan Check Renewal	\$140.00

Building:

Business License Fee(0.125% of val)	\$36,080.04
State CBSC Fees Start 1 1 2009	\$1,155.00
Stormwater poltn prevent (4%)	\$4,343.28
Residential SMIP(0.013% / val)	\$3,752.32
Document Imaging Fee (1%)	\$1,085.82
Building Permit Fee	\$108,582.09
Pmt Proc Fee (\$30/c)	\$30.00
C&D Debris Mgmt Program	\$70.00



Electrical:		Plumbing:	
Electrical Permit Fee-20% Bld	\$21,716.42	Plumbing Permit Fee-17% Bldg	\$18,458.96
		Mechanical:	
		Mechanical Permit Fee-18% Bldg	\$19,544.78

Total Services Fees to Date :	\$365,863.25
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Public Works Agency
 — Alameda County —

SAMPLE



- Special Condition #0722:** Prior to Final building inspection, please call Planning Dept 510-670-5400 (Planner name) for WELO landscape inspection.
- Special Condition #1510:** Planning Department - Approval required prior to release of utilities or occupancy.
- Special Condition #0607:** At Utility Release - Final Grading Approval by Grading Dept Required 510-670-6451.
- Special Condition #0205:** INSP - Deferred Submittals listed on Approved Plans shall be submitted to the Building Department for Review & Approval (Allow 3 Weeks to Process, additional review fees will be required):
- 1) Demolition permit.
 - 2) Excavation, shoring, underpinning and earthwork.
 - 3) Exterior monument signage
 - 4) Roof Trusses
 - 5) Elevator
 - 6) Roof-mounted Solar PV.
- Please submit for an Deferred Submittal (DS) through our online portal system (<https://acpermit.acgov.org/Portal/#/>).
- Here are the steps to do so:
- 1) Log into your online portal account and go under your record case.
 - 2) Click "Submit for Deferred Submittal (DS)"
 - 3) Submit the DS (full set) and any supplemental documents (if any).
- Special Condition #0222:** California Assembly Bill 3002 encourages the applicant and property owner to seek a CASp (Certified Access Specialist) consultation and inspection of the property. The Legal Notice and Directory of CASp inspectors are available at the following website. <https://www.dgs.ca.gov/DSA/Resources/Page-Content/Resources-List-Folder/AB-3002-Model-Notice>
- Project shall follow the Building Inspector's direction to ensure the project meets California Building Code, Chapter 11B for path of travel requirements applicable to the project.
- Special Condition #0728:** At Final - Proof of Signed and Approved Castro Valley Sanitary District Permit Required.
Please call CVSan ENG Dept. at (510) 537-0757 for more information or inspection
- Special Condition #0603:** At Utility Release - Proof of Payment for Residential Road Impact Fee \$(126.216.00 CTIM) Required 510-670-5868.
- Multi-family Dwelling: \$1753 per dwelling unit. x 72 units.
- Special Condition #0208:** INSP - Obtain Roadway Encroachment Permits from Land Development Department Required. Please contact them at (510) 670-5868.
- Permit required for any work done within the ROW.
- Special Condition #0305:** SITE - Check Approved Clean Water Plans by Land Development Dept for project conformance.
- C.3 & C.6 permits required.
- Special Condition #0203:** INSP - Special inspections required for the following items: 1) reinforced concrete 3000 psi & greater, 2) structural steel & welding, 3) high-strength steel bolting, 4) post-installed concrete anchors per Calif. Building Code, Ch. 17. Check structural plans for complete list of special inspection requirements.
- Special Condition #0701:** At Final - Approval of Special Inspection Final Report Required.
- Special Condition #0706:** At Final - Fire Dept Final Approval Required.
- Special Condition #0404:** At Foundation - Acceptance of Access Road & Water Supply by Fire Dept Required.
- Special Condition #0502:** At Framing - Acceptance of Rough In Sprinkler/Fire Alarm System by Fire Dept Required.



- Special Condition #0403:** At Foundation - Soils Engineer Acceptance Letter of Foundation work Required.
- Special Condition #0703:** At Final inspection - Submit final T24 energy acceptance forms to building inspector.
- Special Condition #0419:** At Foundation - Storm Drain (SD) system needs to be approved by PWA and Watercourse Permit or Flood Encroachment permit must be obtained for the SD outfall construction.

SAMPLE





INSPECTION REQUESTS MUST BE RECEIVED BEFORE 12A.M. ON THE DAY OF INSPECTION
 24 Hour Inspection Request: (510) 670-5434 or Online Inspection Request at <https://acpermit.acgov.org/Portal>
 Daily Inspection Schedule will be posted at <https://www.acpwa.org/building-inspection> after 9:00 am on the day of inspection

JOB ADDRESS: 22447 RUBY ST, CASTRO VALLEY **PERMIT NUMBER:** BLD2022-01713

	INSPECTION TYPE	INSPECTOR	DATE	NOTES
100	INVESTIGATION/SITE VISIT			
101	PIERS			
102	UNDERGROUND PLUMBING			
103	UNDERGROUND ELECTRIC			
104	UFER GROUND			
105	UNDERGROUND HVAC			
106	FOUNDATION			
107	RETAINING WALL FOOTING			
108	RETAINING WALL			

DO NOT POUR CONCRETE UNTIL ABOVE ARE SIGNED

109	DRAIN ROCK			
110	DRAIN TILE			
111	DAMPROOFING			

DO NOT BACKFILL UNTIL ABOVE ARE SIGNED

201	UNDERFLOOR PLUMBING			
202	UNDERFLOOR ELECTRIC			
203	UNDERFLOOR HVAC			
204	UNDERFLOOR FRAMING			

DO NOT INSULATE UNDERFLOOR UNTIL ABOVE ARE SIGNED

205	UNDERFLOOR INSULATION			
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DO NOT SHEAT FLOOR UNTIL ABOVE ARE SIGNED

300	ROUGH ALL TRADES			
301	MASONRY - STEEL			
302	SHEAR WALLS			
303	FLOOR DIAPHRAGM			
304	ROOF SHEATING			
305	ROUGH PLUMBING			
307	ROUGH ELECTRIC			
308	ROUGH HVAC			
309	FRAME			
310	EXTERIOR LATH			

DO NOT PLASTER OR INSULATE UNTIL ABOVE ARE SIGNED

401	WALL INSULATION			
402	ATTIC/CEILING INSULATION			
403	T-BAR CEILING			

DO NOT COVER UNTIL ABOVE ARE SIGNED

501	DRYWALL/TILE BACKING			
502	INTERIOR LATH			
503	SHOWER PAN TEST			

DO NOT TAPE UNTIL ABOVE ARE SIGNED

			OTHER AGENCY SIGN-OFFS	
			DEPARTMENT	INSPECTOR & DATE
600	RE-ROOF DECKING/TEAR OFF			
601	RE-ROOF FINAL		FIRE DEPT. - FRAME	
602	GAS TEST		FIRE DEPT. - FINAL	
603	WATER HEATER		PLANNING DEPARTMENT	
604	FINAL PLUMBING		GRADING DEPARTMENT	
605	FINAL ELECTRIC		ENCROACHMENT	
606	FINAL HVAC		ENVIROMENTAL HEALTH	
607	FINAL BUILDING		CONDITIONS MET	
608	PG&E ELECTRIC RELEASE		OTHER	
609	PG&E GAS RELEASE			
610	FINAL ALL TRADES			

SWIMMING POOL **APPROVAL TO OCCUPY**

700	PRE-GUNITE		DATE:	INSPECTOR:
701	PRE-DECK		NOTES:	
702	PRE-PLASTER & FENCE			
703	FINAL/SWIMMING POOL			