

Accessory Dwelling Unit (ADU) - Detached

New Construction Or Conversion To ADU Not Attached To Single Family Dwelling (SFD).

This checklist provides steps and minimum requirements for a complete demolition permit submission. Each project is unique and additional requirements may be needed. Please note this is not an exhaustive list. And this is not plan review correction list. All applications, plans and supporting documents shall be submitted through our Electronic Online Portal through <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 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 Dept. corrections or instructions (as applicable).

Step 3. BUILDING PERMIT APPLICATION

COMPLETED APPLICATIONS:

- Each dwelling unit shall have separate building permit application and separate plan sets (E.g., Main house, ADU).
- In permit “Description”, indicate any BLE#/COD# (as applicable) for legalization of work performed without building permit.
- Indicate number of bedrooms and bathrooms (existing and new).
- See sample of completed application by owner/builder, by contractor.

PLANS:

- Submit one complete PDF file (not separate PDF files for each trade). Plans must be electronically-drawn, or hand-drawn and scanned.
- Electronic or hand-drawn plans must be to scale. 24”x36” sheet size or larger (11”x17” ok for small projects).

- Cover sheet / title page
 - Project address & parcel #
 - Project designer, architect and/or engineer contact info.
 - Scope of work & square footage
 - Reference applicable Calif. Building Standards codes.
 - Occupancy classification, construction type, fire sprinkler.
- Sheet index for all plans being submitted (including all applicable trades)
- Stamp & signature of architect/engineer. For designers, name and initial shall be on respective sheets (BPC Section 5536.1). 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 improvements including landscaping, paved areas, pools
 - 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.
 - Show existing and proposed plans separately
 - Label the use of all rooms
- Exterior elevations – labeled by direction
- Building cross sections – referenced on plan
- Architectural details and notes
- Wall & ceiling details in plan set. UL or GA-listed details for fire, sound and impact ratings (as applicable)
- Structural plans (as applicable)
 - Foundation plan
 - Floor & roof framing plans
 - Structural details and notes
- Electrical / Mechanical / Plumbing plans
- CalGreen [Checklist](#) (Residential) shall be included directly in plans
- Solar PV system - for new construction, deferred submittal is allowed
- Title 24 energy report - included directly in plans, not separate 8-1/2x11 packet
- Landscape plans & water budget calculations, WELO (as applicable)
- Wildland-Urban Interface (WUI) details and specifications, as applicable in [fire severity](#) zones

OTHER REQUIRED DOCUMENTS:

- For conventional construction, provide [APA Wall Bracing Calculator](#).
<https://www.apawood.org/calculator>
- For engineered design (non-conventional) provide structural calculations (PE-stamped)
- Geotechnical report for new structures in geological seismic hazard zones (E.g., liquefaction, landslide, fault trace)
- Geotechnical engineer review letter (as applicable)
- Construction & Demolition Debris (C&D) form completed on [portal](#).
- Address assignment [form](#) and documents <https://www.acpwa.org/permits/forms-and-handouts.page>
- Special Inspections [forms](#) (as required by CBC Ch. 17)
- Roof truss calculations (as needed) – deferred submittal is allowed

Step 4. PLAN REVIEW

INITIAL INTAKE:

- Initial intake: 5-10 business days
- Permit technician will review application, plans and other required documents for completeness

DEPARTMENT PLAN REVIEW¹:

- Building Department
- Fire Department
- Environmental Health – Sites with septic system (as applicable)
- Development Engineering – Projects with right-of-way encroachment (as applicable)

TIMELINES FOR BUILDING DEPARTMENT PLAN REVIEW²:

- First review: 20 business days
- Subsequent reviews: 10 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 building permit
 - E.g. School fees, C&D form, will serve letters, 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 & documents.
- Print one hard copy of building permit and approved plans 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: 12-15-2023 Application/Permit Number: BLD2022-02019
 Project Address: 17211 ROBERTO ST. Unit A. CASTRO VALLEY, CA 94546 Locality/City: CASTRO VALLEY CA Zip: 94546

Assessor's Parcel Number: 080A023500800 Tract/PM: Lot #:

APPLICANT Name: AKD Homes Phone: 8089387127 Cell:
 Address: 3518 Arden Rd City: Hayward State: CA Zip: 94545
 Email/Fax: daniel@akdhomes.net 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: CA Reg. #:
 City/State/Zip: [Redacted] Address:
 Phone: [Redacted] Email/Fax: [Redacted] City/State/Zip:
 Tenant Company: Phone: [Redacted] Email/Fax: [Redacted]

CONTRACTOR Name: Daniel Vargas Phone: 8089387127 Cell: 510 954-2630
 Company Name: AKD Homes Email/Fax: daniel@akdhomes.net
 Address: 3518 Arden Rd City: Hayward State: CA Zip: 94545

PROJECT INFO Type: a28 Accessory Dwelling Unit (ADU) Permit For: BuildingElectricalPlumbingMechanical

Description of Work: To remove an existing detached greenhouse and build a detached Accessory Dwelling Unit (537 SF) at the rear of the property per plans & calc's.
 1) The ADU will have one bedroom, one bathroom, kitchen/living/ room, and laundry closet.
 2) Main electrical panel upgrade to 200amp

Proposed Use: Accessory building Existing Use: Single family residential

Floor Area	Habitable (sq.ft.)	Non-Habitable (sq.ft.)	Est. Const. Val. : \$
New:	<u>537</u>		<u>0</u>
Existing:	<u>1489</u>		<u>0</u>
Remodel:	<u>0</u>		<u>0</u>

Occupancy Class: R-3
 Type of Const: Type V, B No. of Stories: 1

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

PLANNING APPROVAL Zoning: R-1-RV-RH Single family For Plan Check Only: Date:
 Park Dedication Fees: @ Utility RIs - Amt \$ N/A For Permit Issuance: Christine Greene Date: 2022-10-24
 *Bldg Pad Cert. @ FDN N/A *Bldg Ht. Cert.: @ Framing N/A *PLN Insp. Req'd.: @ Utility Release N/A

Planning Notes: The proposed detached 537 sq.ft. ADU located at the rear of the single family home providing 8 ft. SY, 6 ft RY, building height 16 ft. tall, and more than 6 ft away from all other structures meets the rules for a new detached ADU, parking provided in the driveway apron of the existing garage

Grading	<input type="checkbox"/> N/A	<input type="checkbox"/> Route:	Date:	Road/Flood	<input type="checkbox"/> N/A	<input type="checkbox"/> Route:	Date:
Fire	<input type="checkbox"/> N/A	<input type="checkbox"/> Route:	Date:	Comments			



This Permit is for: Building Electrical Plumbing Mechanical

Address: **17211 ROBERTO ST, Unit A, CASTRO VALLEY, CA 94546**

APN: **080A-0235-008-00**

Project Name:

Project Information

Valuation: \$78,090.54

Type of Work: Accessory Dwelling Unit (A)

Existing Use: Single family residential

Proposed Use: Accessory building

Occupancy Groups: R-3 U

Type of Construction: Type V, B

Thomas Guide: Page: 691, Grid: G5

Issued To: Contractor:
 AKD Homes
 3518 Arden Rd
 Hayward, CA 94545

Primary: 8089387127
 E-mail: kalan@akdhomes.net

Owner:
 [Redacted]

Description of work: To remove an existing detached greenhouse and build a detached Accessory Dwelling Unit (537 SF) at the rear of the property per plans & calc's.
 1) The ADU will have one bedroom, one bathroom, kitchen/living/ room, and laundry closet.
 2) Main electrical panel upgrade to 200amp

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:

Address Assignment, min 1hr \$140.00
 T24 Energy Pln Rvw (12.5%) \$140.00
 Pln Chk Proc Fee (\$20/s \$30/c) \$30.00
 Building Plan Review (80%) \$779.70

Building:

Business License Fee(0.125% of val) \$97.61
 State CBSC Fees Start 1 1 2009 \$4.00
 Stormwater poltn prevent (4%) \$38.98
 Residential SMIP(0.013% / val) \$10.15
 Document Imaging Fee (1%) \$9.75
 Building Permit Fee \$974.62
 Pmt Proc Fee (\$30/c) \$30.00
 C&D Debris Mgmt Program \$70.00

Plumbing:

Plumbing Permit Fee-17% Bldg \$165.69

Electrical:

Electrical Permit Fee-20% Bld \$194.92

Mechanical:

Mechanical Permit Fee-18% Bldg \$175.43

Total Services Fees to Date : \$2,860.85



Special Condition #0202: INSP - Contractor shall comply with Construction & Demo Debris (C&D) Management Program Required and provide a copy of this form to the Building Inspector. A copy of the C&D Form can be found here:

<https://www.acpwa.org/permits/forms-and-handouts.page?>

"Construction and Debris Management Plan"

Special Condition #0724: C&D Debris Mgmt Program and receipts from approved waste facilities must be completed and accepted by the Building inspector prior to the Final.

Special Condition #0228: INSP - Roof Mounted Photovoltaic (PV) System Conditions (SFD):

- 1.No code review has been performed for this PV permit. Contractor shall provide plans & manufacturer's specs on site for inspector's review and install PV system according to Calif. Codes.
- 2.Obtain a separate permit when service panel upgrade is required but not covered by this permit.
- 3.Max installed PV weight: 5 psf and 40 lbs at each support. Provide adequate roof structural supports.
- 4.Max installed PV height: 18" above roof surface.
- 5.Any battery system on the PV will require additional Code review and permit.
- 6.Fire Dept Roof Access -
 - a.Panels shall not be installed closer than 3' from ridges for Fire Dept smoke ventilation operation.
 - b.For roof sloped greater than 2:12 and installed with panels -
 - 1) Hip Roof - provide a 3 ft access pathway from eave to ridge.
 - 2) Single Ridge Roof - provide TWO 3 ft access pathways from eave to ridge.
 - 3) Hips & Valleys Roof - provide 18" clear on each side of hips or valley where panels are on both sides.
- 7.Post warning sign at each PV disconnect according to CEC.

Special Condition #0721: At Final - Submit Final T24 Energy Residential Acceptance Forms to Building Inspector.

Special Condition #0601: At Utility Release - Proof of Utility (Sewer, Water, Electrical, Gas) Services Required.

Special Condition #0201: INSP - Check Green Building Requirements on plan. The county inspector will inspect minimum green points required by the Green Building Ordinance. No certificate will be issued by the County.

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) ADU 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 #0226: INSP - Upon inspector's request, contractor shall provide all specification sheets and documents to show appropriate ICC/UL or similar approved testing methods for all products used.



INSPECTION REQUESTS MUST BE RECEIVED BEFORE 12A.M. ON THE DAY OF INSPECTION
 24 Hour Insepction 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: 17211 ROBERTO ST A, CASTRO VALLEY **PERMIT NUMBER:** BLD2022-02019

	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			