

Multifamily With Commercial Mixed Use

New Construction Of Multifamily Residential Building With Commercial Mixed Use.

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 an exhaustive list. And 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 PDF 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.

- Project address & parcel #
- Project architect and/or engineer contact info
- Scope of work & square footage
- Reference applicable Calif. Building Standards codes
- Occupancy classifications, construction types, fire sprinkler
- Sheet index for all plans being submitted (include all applicable trades).
- Architect/engineer required 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 & roof framing plans
 - Structural details and notes
- Electrical / Mechanical / Plumbing plans.
- Title 24 energy report (as required per Calif. Energy Code) - included directly in plans, not separate 8-1/2x11 packet
- CalGreen [Checklist](#) (residential and non-residential) included directly in plans.
- Civil plans
 - Survey & grading plans.
 - Site improvement plans & details including site accessibility (ADA) per CBC Chapter 11B.
 - Utility plan.

OTHER REQUIRED DOCUMENTS:

- Structural calculations (PE-stamped)
- Construction & Demolition Debris (C&D) form completed on [portal](#).
- Geotechnical report & engineer review letter (required for new construction)

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: 06-22-2022 **Application/Permit Number:** RQ22-02933
Project Address: 16060 E 14Th St **Locality/City:** SAN LEANDRO CA **Zip:** 94578

Assessor's Parcel Number: 080 005704100 **Tract/PM:** **Lot #:**

APPLICANT Name: 920 (Mark Schlientz) **Phone:** **Cell:** 4156099144
Address: 920 grayson street **City:** **State:** **Zip:**
Email/Fax: marks@kavamassiharchitects.com **MAIN CONTACT:** Applicant Owner/Tenant Arch/Eng Contractor

OWNER **Tenant** (owner's written approval required)
Name: [REDACTED]
Address: [REDACTED]
City/State/Zip: [REDACTED]
Phone: **Email/Fax:**
Tenant Company:

PROFESSIONAL Architect Engineer Designer Other
Company Name:
Name: _ **CA Reg. #:**
Address:
City/State/Zip: _
Phone: **Email/Fax:**

CONTRACTOR Name: Mickie Parrish **Phone:** (415) 677-0641 **Cell:** (408) 472-0364
Company Name: Cahill Contractors LLC **Email/Fax:** mparrish@cahill-sf.com
Address: _ 1111 Broadway, Suite 1340 **City:** Oakland **State:** CA **Zip:** 94607

PROJECT INFO Type: a05 Five Or More Units **Permit For:** BuildingElectricalPlumbingMechanical

Description of Work: • The project includes (79) units of affordable housing in a (5) story building
 • four floors of type IIIa wood-frame over one floor of type IA concrete
 • The building includes a 9,400 s.f. Hayward Area Recreation Department (H.A.R.D.) community center and a 2,800 s.f. daycare, both located on the ground level.
 • The building spans over a 25' wide, existing Alameda County Stormwater District storm-water easement for which we are providing a required 15'-0" minimum overhead clearance.

Proposed Use: Apartment **Existing Use:** Commercial

Floor Area	Habitable (sq.ft.)	Non-Habitable (sq.ft.)	Est. Const. Val. : \$ 17216287.26
New:	93560		Occupancy Class: R-2
Existing:	4914		Type of Const: Type III, A No. of Stories: 5
Remodel:			

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

PLANNING APPROVAL Zoning: **For Plan Check Only:** **Date:**
Park Dedication Fees: @ Utility Ris - Amt \$ N/A **For Permit Issuance:** **Date:**
***Bldg Pad Cert.:** @ FDN N/A ***Bldg Ht. Cert.:** @ Framing N/A ***PLN Insp. Req'd.:** @ Utility Release N/A

Planning Notes:

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



PERMITTEE DECLARATION *California Health & Safety Code 19825*

Project Address: 16060 E 14Th St

Case Number: RQ22-02933

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.

License Class: A/B

Lic. No.: 1011738

Signature of Contractor: *Mickie Parrish*

Print Name: Mickie Parrish

Date: 3/2/23

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: MADRONE TERRACE L P

Date: 06-22-2022

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: Woodruff & Sawyer Co. **Policy Number:** ZAWCI9442402 **Expiration Date:** 7/1/2023

Name of Agent: Susan Lane **Phone:** (415) 402-6627

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: *Mickie Parrish*

Print Name: Mickie Parrish

Date: 3/2/23

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:

Lender's Address:

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: MADRONE TERRACE L P

Date: 06-22-2022



This Permit is for: Building Electrical Plumbing Mechanical

Address: **16060 E 14TH ST, SAN LEANDRO, CA 94578**

Project Information

APN: **080 -0057-041-00**

Project Name:

Valuation: \$17,983,738.92

Type of Work: Five Or More Units

Thomas Guide: Page: 691, Grid: E5

Existing Use: Commercial

Issued To:

Primary: (415) 986-0600

Proposed Use: Apartment

Cahill Contractors LLC
 425 California Street, Suite
 2200
 San Francisco, CA 94104

Occupancy Groups: R-2 A-3
 Type of Construction: Type III, A
 Type I, A

Owner:



Description of work: Madrone Terrace Housing & Community Center. Five-story building with (79) units of affordable housing. Four floors of type IIIA wood-frame over one floor of type IA concrete. Total 93,559 s.f. Includes a 9400 s.f. Hayward Area Recreation Department (HARD) community center and 2800 s.f. daycare, both located on ground level. Building spans over a 25' wide, existing Alameda County stormwater easement with required 15'-0" minimum overhead clearance. Includes (44) on-site residential parking space and (18) on-site HARD spaces (+4 off-site HARD spaces). Portion of parking and drive-aisle extend beyond north property line into 32'-0" wide shared easement between developer, Resources for Community Development (R.C.D.) and HARD.

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%)	\$8,540.30
Plumb Plan Rvw (Comm only 17%)	\$9,291.84
Mechl Plan Rvw (Comm only 18%)	\$9,838.42
Elect Plan Rvw (Comm only 20%)	\$10,931.58
Building Plan Review (80%)	\$54,657.91
Pln Chk Proc Fee (\$20/s \$30/c)	\$30.00
Additl/Excess Pln Rvw, min1 hr	\$2,751.00
Address Assignment, min 1hr	\$3,010.00
Additl/Excess Pln Rvw, min1 hr	\$1,179.00
Additl/Excess Pln Rvw, min1 hr	\$524.00

Building:

Business License Fee(0.125% of val)	\$22,479.67
Document Imaging Fee (1%)	\$683.22
Stormwater poltn prevent (4%)	\$2,732.90
Commercial SMIP(0.028% of val)	\$5,035.45
Pmt Proc Fee (\$30/c)	\$30.00
Building Permit Fee	\$68,322.39
State CBSC Fees Start 1 1 2009	\$720.00
C&D Debris Mgmt Program	\$70.00

Plumbing:

Plumbing Permit Fee-17% Bldg	\$11,614.81
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Electrical:

Electrical Permit Fee-20% Bld	\$13,664.48
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Mechanical:

Mechanical Permit Fee-18% Bldg	\$12,298.03
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Total Services Fees to Date : \$238,405.00

- 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 #0403:** At Foundation - Soils Engineer Acceptance Letter of Foundation work Required, to include: 1. Building Pad Preparation & Compaction. 2. Foundation Excavation.
- 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 #0701:** At Final - Approval of Special Inspection Final Report Required.
- Special Condition #0603:** At Utility Release - Proof of Payment for Residential Road Impact Fee (CTIM) Required 510-670-5868.
- Fees to be calculated for the multi-family dwelling.
- Special Condition #0420:** At Foundation - Fire approval required prior to vertical construction or placement of the structure on the site.
- Special Condition #0502:** At Framing - Acceptance of Rough In Sprinkler/Fire Alarm System by Fire Dept Required.
- Special Condition #0706:** At Final - Fire Dept Final Approval Required.
- 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 #0703:** At Final inspection - Submit final commercial T24 energy acceptance forms to building inspector.
- 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 #0601:** At Utility Release - Proof of Utility (Sewer, Water, Electrical, Gas) Services Required.
- Special Condition #0604:** At Gas Release - Installation of automatic gas shutoff valve is required. Gas shutoff valve must be approved by a major third-party nationally-recognized testing company such as UL, UPC or equal.
- Special Condition #0301:** SITE - Hubs & string lines for corner locations related to property lines shall be in place for the first site inspection.
- 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) Anchor tiedown system, 2) exterior wall systems, 3) stairs, 4) metal stud framing, 5) handrails and guardrails, 6) shade sails, 7) anchorage of equipment, 8) play structures at playground.
- 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 #0219:** INSP -
- Special Condition #0219:** INSP -
- Special Condition #0219:** INSP -
- Special Condition #0219:** INSP -
- Special Condition #0404:** At Foundation - Acceptance of Access Road & Water Supply by Fire Dept Required.
 - Permanent Water & Access

SAMPLE

Public Works Agency
 — Alameda County —



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: 16060 E 14TH ST, SAN LEANDRO **PERMIT NUMBER:** BLD2022-02524

	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				