

# Townhouse Construction

New Construction Of Townhouse (Consisting Of Three Or More Townhouse Units).

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](mailto: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**

- One complete set of plans is required. But a separate building permit will be issued for each building.
- See sample of completed application by owner/builder, by contractor.

### **PLANS:**

- Submit one complete PDF file (not separate PDF files for each trade).
- Electronic 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 classification, construction type, 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, pools, etc.
  - Show any septic system
  - Show utility meter locations (gas, electric and water)
  - North arrow and drawing scale
- Floor & roof plans
  - Scale: 1/4" = 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
- Civil Plans
  - 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).

**OTHER REQUIRED DOCUMENTS:**

- Structural calculations (as needed).
- 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 REVIEW<sup>1</sup>:*

- 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 REVIEW<sup>2</sup>:*

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

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

<sup>2</sup> **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, 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 Department [fee schedule](#)
- 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 Processing Hours  
 Mon.-Fri. 9:00am-4:00 pm Except  
 Holidays

## BUILDING PERMIT APPLICATION

Application Date: 12-15-2023 Application/Permit Number: BLD2022-02298  
 Project Address: 3765 CASTRO VALLEY BLVD. CASTRO VALLEY, CA 94546 Locality/City: CASTRO VALLEY CA Zip: 94546

Assessor's Parcel Number: 084C062500103 Tract/PM: \_\_\_\_\_ Lot #: \_\_\_\_\_

**APPLICANT** Name: City Ventures Construction, Inc. Phone: (949) 258-7555 Cell: \_\_\_\_\_  
 Address: 3121 MICHELSON DR SUITE 150 City: IRVINE State: CA Zip: 92612  
 Email/Fax: \_\_\_\_\_ MAIN CONTACT:  Applicant  Owner/Tenant  Arch/Eng  Contractor

<input type="checkbox"/> <b>OWNER</b> <input type="checkbox"/> <b>Tenant</b> (owner's written approval required) Name: _____ Address: _____ City/State/Zip: _____ Phone: _____ Email/Fax: _____ Tenant Company: _____	<input type="checkbox"/> <b>PROFESSIONAL</b> <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Designer <input type="checkbox"/> Other Company Name: _____ Name: _____ CA Reg. #: _____ Address: _____ City/State/Zip: _____ Phone: _____ Email/Fax: _____
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**CONTRACTOR** Name: Kian Malek Phone: (949) 258-7555 Cell: 6502488388  
 Company Name: City Ventures Construction, Inc. Email/Fax: kmalek@cityventures.com  
 Address: 3121 MICHELSON DR SUITE 150 City: IRVINE State: CA Zip: 92612

**PROJECT INFO** Type: a05 Five Or More Units Permit For: BuildingElectricalPlumbingMechanical  
 Description of Work: **\*\*Plan check only\*\***  
**BUILDING PERMIT for Boulevard Commons multi-story condominium buildings. Construct eight buildings for total of 47 residential units (including 24 accessory dwelling units (ADU)), and private garages. 4 commercial units on ground floor in Buildings A & B.**

Building A is three stories and comprised of 8745 sf. total habitable & occupiable building area (includes 2015 sf. commercial space, \_\_\_\_\_)  
 Proposed Use: Condominium Existing Use: Vacant  

Floor Area	Habitable (sq.ft.)	Non-Habitable (sq.ft.)	Est. Const. Val. : \$ 14475467.25
New:			Occupancy Class: <u>R-2</u>
Existing:			Type of Const: <u>Type V, B</u> No. of Stories: <u>3</u>
Remodel:			

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

**PLANNING APPROVAL** Zoning: CVCBD SP - Subarea 10 For Plan Check Only: William Chin Date: 2022-06-27  
 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: PLN2021-00221 approval April 2022

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 _____



Public Works Agency

COUNTY OF ALAMEDA PUBLIC WORKS AGENCY
BUILDING INSPECTION DEPARTMENT
399 Elmhurst Street, Room 141 Hayward, CA 94544
(510) 670-5440, FAX (510) 293-0960, www.acpwa.org

Building Permit Processing Hours
Mon.-Fri. 9:00am-4:00 pm
Except Holidays

PERMITTEE DECLARATION California Health & Safety Code 19825

Project Address: 3785-3789 Castro Valley, Castro Valley, CA 94546

Case Number: BLD BLD2022-02553

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: B

Lic. No.: 1003565

Signature of Contractor:

Print Name: Scott Homan

Date: 1/23/2023

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).):

- checkbox 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...
checkbox I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project...
checkbox 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:

Date:

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:

- checkbox 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.
checkbox 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: Cypress Insurance Company (CA) Policy Number: CIWC353087 Expiration Date: 06/19/2023

Name of Agent Tara Hemmingsen Phone # 424-390-0029

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 Applicant:

Print Name: Scott Homan

Date: 1/23/2023

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

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:

Date:



**This Permit is for: Building Electrical Plumbing Mechanical**

Address: **3765 CASTRO VALLEY BLVD, CASTRO VALLEY, CA 94546**

**Project Information**

APN: **084C-0625-001-03**

Project Name:

Valuation: \$2,261,021.28

Type of Work: Five Or More Units

Thomas Guide:

Existing Use: Vacant

Issued To:

Primary: (949) 258-7555

Proposed Use: Condominium

City Ventures Construction,  
 Inc.  
 3121 MICHELSON DR SUITE  
 150  
 IRVINE, CA 92612

Occupancy Groups: R-2 A-2

Type of Construction: Type V, B

Owner:



**Description of work:** BUILDING PERMIT for Building G of the Boulevard Commons multi-story condominium buildings. Building G is three stories and comprised of 11333 sf. residential dwelling, 2811 sf. residential garage.

1) Six residential condominium units:

- Lot #16: 3702 Scribe Way
- Lot #15: 3704 Scribe Way
- Lot #14: 3706 Scribe Way
- Lot #13: 3708 Scribe Way
- Lot #12: 3710 Scribe Way
- Lot #11: 3712 Scribe Way

2) Five ADU's are on the ground floor in units:

- Lot #16: 3702 Scribe Way, Unit A
- Lot #15: 3704 Scribe Way, Unit A
- Lot #14: 3706 Scribe Way, Unit A
- Lot #13: 3708 Scribe Way, Unit A
- Lot #11: 3712 Scribe Way, Unit A

3) New Electrical house meter for common areas of Building G: 3700 Scribe Way House Meter

\*\*\*\*Plan Check Case on BLD2022-02298. Site Improvements are on Separate Permit BLD2022-02553.\*\*\*\*

**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**

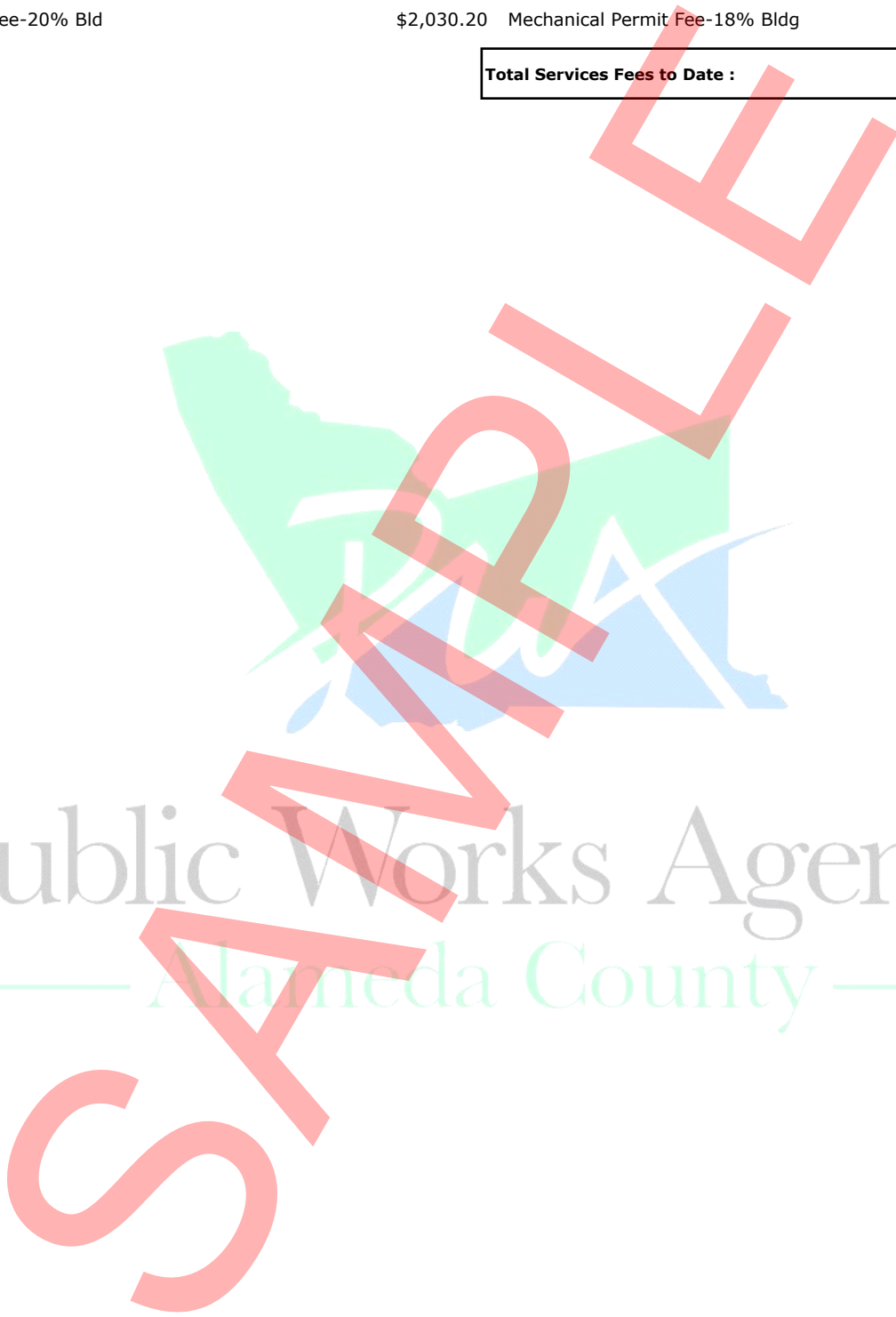
**Building:**

Business License Fee(0.125% of val)	\$2,826.28
State CBSC Fees Start 1 1 2009	\$91.00
Residential SMIP(0.013% / val)	\$293.93
Document Imaging Fee (1%)	\$101.51
Building Permit Fee	\$10,150.99
Pmt Proc Fee (\$30/c)	\$30.00
Stormwater poltn prevent (4%)	\$406.04
C&D Debris Mgmt Program	\$70.00



<b>Electrical:</b>		<b>Plumbing:</b>	
Electrical Permit Fee-20% Bld	\$2,030.20	Plumbing Permit Fee-17% Bldg	\$1,725.67
		<b>Mechanical:</b>	
		Mechanical Permit Fee-18% Bldg	\$1,827.18

<b>Total Services Fees to Date :</b>	<b>\$19,552.80</b>
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Public Works Agency  
 Alameda County



- Special Condition #0301:** SITE - Provide stamped surveyor letter for corner locations related to property lines shall be in place for the first site inspection.
- Special Condition #0203:** INSP - Special inspections required for the following items: 1) post-tensioned concrete slab, 2) post-installed concrete anchors, 3) reinforced concrete 3000 psi & greater, per Calif. Building Code, Ch. 17. Check structural plans for complete list of special inspection requirements.
- Special Condition #0705:** Prior to final inspection, applicant shall submit a list of address assignment/clarifications indicating unique parcel numbers for each condominium unit. Building Department will then update each parcel number for each address.
- Special Condition #0721:** At Final - Submit Final T24 Energy Residential Acceptance Forms for each ADU to Building Inspector.
- Special Condition #0704:** At Final - Submit Final T24 Energy Residential Acceptance Forms for each townhouse to Building Inspector.
- Special Condition #0602:** At Utility Release - Proof of Payment for Park Dedication Fee Required - 510-670-5400.  
Park Fees \$10,200 per unit  
For BLDG G 6 X 10,200 = \$61,200
- Special Condition #0404:** At Foundation - Acceptance of Access Road & Water Supply by Fire Dept Required.
- Special Condition #0403:** At Foundation - Soils engineer acceptance letter of foundation work required, to include: 1. Piers/Piles. 2. Building Pad Preparation & Compaction. 3. Foundation Excavation.
- Special Condition #0724:** C&D Debris Mgmt Program and receipts from approved waste facilities must be uploaded and tonnages entered on portal, <https://acpermit.acgov.org/Portal/#/>. This must be completed and accepted by the building inspector prior to final inspection.
- Special Condition #0706:** At Final - Fire Dept Final Approval Required.
- 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 #0701:** At Final - Approval of Special Inspection Final Report Required.
- Special Condition #0702:** At Final - Approval of Structural Observation Final Report Required.
- Special Condition #0722:** Prior to Final building inspection, please call Planning Dept 510-670-5400 (Planner name) for WELO landscape inspection.
- Special Condition #1200:** Fire Department Release Prior to Frame - Fire Department Release required prior to Framing Inspection.
- Special Condition #0502:** At Framing - Acceptance of Rough In Sprinkler/Fire Alarm System by Fire Dept Required.
- 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) Floor & Roof Trusses  
2) Stair & Railing System  
3) 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 #0204:** INSP - Check Plans for a list of Structural Observation Requirements.



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 — 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:** 3765 CASTRO VALLEY BLVD, CASTRO VALLEY **PERMIT NUMBER:** BLD2023-04368

	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				