



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/bid-permit-apply>

**MINIMUM PLAN SUBMITTAL  
REQUIREMENTS**

**NEW SINGLE FAMILY DWELLINGS**

**GENERAL REQUIREMENTS**

1. 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://www.acpwa.org/bid-permit-apply>. <https://acpermit.acgov.org/Portal/#/>
2. Plans shall be drawn to scale, on minimum sheet size of 11" x 17" or larger. Plans shall be legible and of sufficient clarity to indicate the nature and extent of the work proposed. Plans shall be fully dimensioned and shall show, in detail, how the proposed work will conform to the requirements of the Building, Electrical, Plumbing, and Mechanical Codes as well as all other applicable laws, ordinances, rules, or regulations.
3. Specifications or plans shall indicate the type and grade of all the materials used in the proposed work.
4. Plans shall contain the job address, the name and address of the owner of the property and the name, address, and signature of the person who has prepared the plan (including non-licensed designers).
5. Plot plans shall be drawn to a scale of not less than 1" = 20'-0" or 1/16" = 1'-0.
6. Floor plans, elevations, etc. shall be drawn to a scale of not less than 1/4"=1'-0.
7. All dimensions shall be indicated clearly on the plans, a plans checker will not check the dimension.

**NEW SINGLE FAMILY DWELLINGS**

1. **A topographic plat** prepared and signed by a licensed land surveyor or a registered civil engineer shall be submitted for a permit for any new single family dwelling. For further requirements on the plat ask for our handout on surveys.
2. **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. The footprint of the dwelling clearly defined in relationship to the property lines and any existing building or structures.
3. **A grading and drainage plan**, which indicates how the property is proposed to be graded and drained after the dwelling is built. The plan is also to include the proposed first floor finished elevation.
4. **A soil report** and, in some cases, a geologic report prepared in accordance with Alameda County requirements may be required. For further information on soil and geologic report requirements ask for our handout on soil and geologic reports.
5. **Foundation plan** drawn to a scale of not less than 1/4"=1'-0". Plan to show size and type of foundation system proposed.
6. **Exterior elevations** drawn to a scale of not less 1/4" = 1'-0". Elevations to indicate the shape of the roof, roof pitch, and type of roof covering proposed. Elevations to also include ground line for use in determining the overall height of the building.

7. **Floor plan(s)** drawn to a scale of not less than 1/4"=1'-0". Plan to indicate:
  - a. The uses of each room,
  - b. The size, location, and type of all doorways, windows, skylights, kitchen and bath fixtures and cabinets, electrical lighting and power outlets.
8. **Floor framing plan(s)** drawn to a scale of not less than 1/4"=1'-0" indicating the size and spacing of floor joists, girders and beams.
9. **Cross section(s)** drawn to a scale of not less than 3/8" = 1'-0". Cross section(s) to indicate how all the horizontal framing members are supported from the roof to the foundation, including bearing walls, beams and any intermediate floor or roof framing.
10. **Roof plan** drawn to a scale of not less than 1/8"= 1'- 0".
11. **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.
12. **Structural calculations** demonstrating the dwelling is in compliance with Chapter 16 of the California Building Code (CBC) are required when the structure does not meet the conventional construction requirements of the California Residential Code (Part 2.5 of Title 24).
13. **Title 24, California State Energy Regulations**, calculations and documentation. Forms CF-1R and the Mandatory measures shall be printed on the plans.
14. **Cal Green**. Include legible copy of Cal Green building check list on plans. Show items applicable to this project on plans and separate items that require County inspections with a customized table.

**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 CF-1R and the Mandatory measures shall be printed on the plans. A signed **CERTIFICATE OF COMPLIANCE** shall be included to verify energy conservation compliance. Energy conservation calculations or package documentation shall be provided.
4. **Alameda County Green Building Program.** When required, items that apply to this project to comply with the Alameda County Green Building and Construction & Debris Management shall be printed on the plans.

**CODES**

Effective As of: January 1, 2020

2019 California Building Standards Code:

- 2019 California Building Code (T24, Part 2).
- 2019 California Residential Code (T24, Part 2.5).
- 2019 California Electrical Code (T24, Part 3).
- 2019 California Mechanical Code (T24, Part 4).
- 2019 California Plumbing Code (T24, Part 5).
- 2019 California Energy Code (T24, Part 6).
- 2019 California Historical Code (T24, Part 8).
- 2019 California Existing Building Code (T24, Part 10).
- 2019 California Green Building Code (T24, Part 11).
- *Alameda County Building Ordinance: The Adoption and Amendments of California Building Standards Code.*



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GUIDELINE

**Minimum Plan  
Submittal  
Requirements for  
New Single Family  
Dwellings**

**2019 California Residential  
Code**

**IN UNINCORPORATED  
ALAMEDA COUNTY**

**IMPORTANT, PLEASE READ!!**

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



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*New Single Family Dwelling Submittal (2019 CRC)*