



**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**

**RESIDENTIAL ADDITIONS**

**GENERAL REQUIREMENTS**

- A. 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/#/>
- B. 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.
- C. Specifications or plans shall indicate the type and grade of all the materials used in the proposed work.
- D. 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 plans (including non-licensed designers).
- E. Plot plans shall be drawn to a scale of not less than 1" = 20'-0" or 1/16" = 1'-0.
- F. Floor plans, elevations, etc. shall be drawn to a scale of not less than 1/4"=1'-0.
- G. All dimensions shall be indicated clearly on the plans, a plans checker will not check the dimensions.

- H. The items described below are the minimum requirements for specific projects. Additional plans and information may be required before a plan review can begin.

**PLANS**

1. Plot Plan drawn to a scale of not less than 1" = 20'-0" or 1/16" = 1'-0". Plot Plan shall show:
  - a. The size and shape of the property including property line dimensions.
  - b. The location of all existing buildings and structures on the property, showing distances from property lines and from 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.

**The area of the addition and of the existing structure.**

2. Floor plan(s) of the addition and the adjacent rooms. For a Patio Enclosure provide a floor plan drawn including any adjacent rooms and the use of each room. Show the size, location, and type of all doors, doorways, windows and skylights within the rooms.
3. Foundation plan of the addition drawn to a scale of not less than 1/4"=1'-0". Plan to show size and type of foundation system proposed, and how the new foundation relates to the existing.
4. Foundation sections showing depth and width of footings, height and width of stem wall, size and location of re-enforcing steel bars, size and grade of mudsills. For slab foundations provide details of steel and concrete.
5. Floor framing plan(s) if addition has a raised wood floor drawn to a scale of not less than 1/4"=1'-0" indicating the size and spacing of floor joists, girders and beams.

*Residential Additions Submittal (2019 CRC)*

6. Roof plan of the addition and the area of the roof adjacent to the addition drawn to a scale of not less than 1/8"= 1'-0". Plan to indicate how the new roof ties into the existing.
7. 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, and how the framing ties into the existing roof framing.
8. Shear wall (or braced wall) plan including location and required lengths of walls, holdown locations and types and shear wall schedule.
9. Exterior elevations of the addition drawn to a scale of not less 1/4" = 1'-0". Elevations to indicate the height and shape of the roof, roof pitch, and type of roof covering and the proposed ground line.
10. A cross section(s) drawn to a scale of not less than 3/8" = 1'-0". Cross section(s) to indicate how the horizontal framing members are supported from the roof to the foundation, including bearing walls, beams and any intermediate floor or roof framing.
11. Details of the foundation, roof and floor framing drawn to a scale of not less than 1/2" = 1'-0".
12. Title 24, California State Energy Regulations, calculations and documentation. Forms CF-1R and the Mandatory measures shall be printed on the plans.
13. 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.

Note: Some of the above plans may be combined provided that all information required is clearly shown.

**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  
Residential Additions  
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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