



Additions & New Construction

Building Permit Submittal Requirements

To submit a building permit application for new construction (main buildings, accessory buildings, or building additions) email all submittal requirements as PDF documents as attachments or via link to a file share folder to permits@albanyca.org. Failure to submit a complete application will result in your application not being accepted.

Forms

All forms must be fully completed.

- ☐ [Building Permit Application](#)
- ☐ [Stormwater Requirements Checklist \(C.3.\)](#)

Documents & Reports

- ☐ **Soils Investigation.** The California Residential Code requires buildings in Seismic Design Category "E" areas, such as Albany, to comply with the California Building Code, which requires a soils investigation for new foundation systems. Upon request, the City *may* grant an exception in limited cases. Exceptions will only be considered when: 1) The project creates no or minimal change in lot coverage; and 2) the project creates minimal change in live or dead load; and 3) details in the plan set, prepared by a licensed engineer clearly demonstrate that a soils investigation is unnecessary; and 4) a detailed Engineer's Foundation Letter accompanies the application.
- ☐ **Copy of Grant Deed to Subject Property.** For creation of J/ADUs only, provide a copy of the subject property grant deed with Legal Property Description and legible official County seal with recordation date and document number.
- ☐ **Private Sewer Lateral Certificate.** Projects valued over \$100,000 are required to obtain a Compliance Certificate for the private sewer lateral. Information on obtaining a certificate can be found on the Private Sewer Lateral page program at www.eastbaypsl.com. A separate sewer lateral building permit may be required to obtain compliance.

Plan Set

All plan sheets and details shall be to a standard scale and include a scale bar.

- ☐ **Title Block.** Fill in the Title Block area on all sheets with the following information:
 - ☐ Name, Title, Address, and Contact Information of all design professionals
 - ☐ Stamp/signature area for design professional to sign and stamp all documents
 - ☐ Project Site Address
 - ☐ Property Owner's Name, Address, Contact Information

Architectural Plans

- ☐ **Cover Sheet**

- ☐ Scope of Work, including square footage of any new construction
- ☐ Plan Sheet Index
- ☐ Legend
- ☐ Applicable Codes
- ☐ Occupancy and Type of Construction
- ☐ Sufficient space for City Stamps (e.g. 4" x 6")
- ☐ Project Data including Site Address, Property Owner's Name, Designer's Name, APN, Zoning District, Lot Size, Existing and Proposed Lot Coverage and Floor Area Ratio
- ☐ Vicinity Map
- ☐ **Work Areas Diagram.** Diagrams showing and quantifying work areas, including addition(s), conversion (e.g., non-habitable to habitable), remodeling/refurbishing, porches/decks/stairs, etc.
- ☐ **Notice of Action and Signed Acceptance of Conditions.** For projects that received approval of a Planning Application (e.g. Design Review/Use Permit) only
- ☐ **Mitigation Monitoring and Reporting Program.** For projects that were subject to a Mitigated Negative Declaration (MND) or Environmental Impact Report (EIR) under CEQA.
- ☐ **Site Plan.** Must include:
 - ☐ North arrow
 - ☐ Property lines and lot dimensions
 - ☐ Existing and proposed building footprint(s) (dimensioned), setbacks (required, existing and proposed), and projections such as eaves, balconies, and bays. Show all accessory structures, such as garages, sheds, etc. and all unenclosed accessory structures such as patios, hot tubs, decks etc.
 - ☐ Dimensioned areas(s) for existing or proposed vehicle and bicycle parking, trash/solid waste storage areas, curb cuts, driveway layout
 - ☐ Include area of public right-of-way (ROW) between curb and property line along property frontage and indicate location of all street trees, utility boxes and poles, streetlamps, fire hydrants and other improvements within the ROW
- ☐ **Site Survey.** Prepared and stamped by a licensed surveyor, must include dimensioned setbacks of all structures to nearest property line(s)
- ☐ **Exterior Elevations.** Include existing and proposed exterior building elevations for each building facade. Show plate heights, roof pitch, building height (measured from grade to top of ridge).
- ☐ **Cross Sections.** For construction of a new main building, provide at least two sections (longitudinal and lateral) through critical points of the proposed building.
- ☐ **Floor Plans.** Fully dimensioned existing and proposed floor plans including room sizes and use, cross-referenced details, and applicable construction notes. Identify a full kitchen and bath; and if in-unit laundry area is provided.
- ☐ **Roof Plans.** Fully dimensioned existing and proposed roof plans including slope, eaves,

overhangs, rakes, gables, and roofing material.

- ☐ **Reflected Ceiling Plan.**
- ☐ **Landscape Plan.** For construction of a new main building and for single-family residential projects with an FAR of 45% or greater.
- ☐ **Building Materials Color Board.** Include color photographs or manufacturing specs of all exterior finishes, colors, architectural details and roofing materials.
- ☐ **Site Photos.** Insert existing building and site photos.

For Projects with New/Replacement Fenestration

- ☐ **Door and Window Schedule.** Provide a door and window schedule that includes dimensions, operation (double-hung, casement, etc.), materials, make and model. **Note:** Flush fin windows and dividers between glass panes are prohibited. Vinyl is prohibited on any fenestration visible from the public right-of-way, or on single family projects that have an FAR greater than 45% or greater.
- ☐ **Window Detail.** Provide a window detail/section with window glazing recess, materials, muntin specifications, etc.

Structural Plans

Prepare and submit the following additional structural information. All plans must be complete, accurate, legible, and scaled.

- ☐ **Structural Plans**
 - ☐ Foundation/Floor Framing Plan
 - ☐ Roof Framing Plan/Details
 - ☐ Ceiling Plan/Details
- ☐ **Mechanical, Plumbing and Electrical Plans**
 - ☐ Location of HVAC equipment and plumbing fixtures
 - ☐ Mechanical and Plumbing Plan layout
 - ☐ Plumbing Design/Calculations
 - ☐ Outlets, fixtures, switches, smoke alarms, carbon monoxide alarms, main service panel and sub-panel sizes
 - ☐ Relevant Electrical Notes including Energy Code Lighting Requirements
- ☐ **Calculations, Specifications, and Supplemental Items**
 - ☐ Structural Calculations
 - ☐ Completed [Green Building Worksheet](#)
 - All relevant items must be addressed into the project plan set.
 - ☐ [2022 California Green Building Standards Code and Albany Amendments](#)
 - All relevant items must be addressed into the project plan set.
 - ☐ Title 24 Energy Calculations

- ☐ Utility Load Calculations (ADUs only) – Must include utilities (electrical, water & gas) proposed to serve the new unit & existing dwelling. *ADUs require min. 100 AMP service.

Civil Plans

- ☐ **Drainage Plan.** Construction plans to include a site-specific drainage plan that is designed for the soils identified in the soils report. The drainage plan must show how the site grading or drainage system will manage storm water to prevent it from entering nearby buildings or causing hazards. Typically, roof and foundation drainage must be directed to the curb in the public right-of-way. Drainage to a landscape area is allowed only if the area meets Bay Area Stormwater Management Agencies Association “Rain Garden” standards for location, size, and soil conditions. The following information is required on a drainage plan.
 - ☐ Property lines;
 - ☐ Site topography;
 - ☐ Roof plan;
 - ☐ Location of rain leaders;
 - ☐ Location of drainpipe;
 - ☐ Direction of surface flow;
 - ☐ Areas of landscape hardscape and soft scape;
 - ☐ Change in amount of pervious and impervious coverage
 - ☐ Pump information, if sump or sewage ejector pumps are proposed indicating installation of an adequately sized dual-pump battery-back-up system.
 - ☐ Rain garden details (if applicable)
 - ☐ [City-Specific Cross Drain detail ST-14](#), if not already in the plan set

Additional Plan Sheets

The following forms and detail are required to be included in the project plan set.

- ☐ **Fire Safety Requirements Checklist.** Prior to building permit submittal: Email or file-share floor plans to FireInspector@albanyca.org for fire and life safety system evaluation. Plans must clearly identify and quantify existing, proposed new, converted (non-habitable to habitable), and remodeled areas, including the scope of work for each room surface. Request a consultation in your submission if needed. The Fire Inspector will provide a Fire Safety Requirements Checklist. Paste up the Checklist onto the construction plans submitted for Building Permit Plan Check, ensuring all checked items are fully addressed in the project plan set.
- ☐ [Public Works Conditions](#)
- ☐ [Construction Best Management Practices \(BMPs\)](#)
- ☐ **Tree Protection.** For project sites that either have an existing street tree(s) and/or for any project work that will occur under the drip line of a public tree (e.g. tree along street frontage, Ohlone Way, or public park), include [City of Albany Street Tree Protection Standards](#) and [Street Tree Protection Zone Signage](#)