

NEW COMMERCIAL BUILDINGS

City of Union City's Minimum Requirements:

Complete sets of building plans/reports and documents are required for the plan check of the proposed construction. One set will be returned to you as the official approved "job copy." Plan size shall be 18" x 24" minimum, and 24" x 36" maximum. All dimensions and scales shall be clearly indicated. No marked, altered, or paste-on plans will be accepted. You may be required by the Building Official to obtain a registered architect or professional engineer to prepare your building plans.

Things to keep in mind:

School Impact Fees – For all new dwelling units and commercial buildings, the applicant shall pay a School Impact Fee. This fee is paid directly to the New Haven Unified School District, 34200 Alvarado-Niles Road, Union City. A receipt of payment must be presented to the Building Department before the Building Permit is released. For further information regarding current fees, contact (510) 471-1100.

PLAN SUBMISSION REQUIREMENTS:

The City of Union City - Building Division requires:

For Non-Residential Buildings:

- Five (5) sets of complete building plans (plan size - 18" x 24" minimum and 24" x 36" maximum)
- Two (2) sets of Title 24 Report
- Two (2) sets of Structural Calculations
- Two (2) sets of Soil Reports
- Two (2) sets of specifications for assemblies and equipment proposed.
- Letter of ASD Approval by the Union City Planning Department
- Hazardous Material Business Plan (if applicable)

The following information, if applicable, shall be included on, or with, all plans submittals for buildings and accessory structures. The information as follows are minimum requirements. The Building Official reserves the right to request further information or clarification.

- Plot Plan:** lot dimensions showing whole parcel, easements and north arrow, building footprint with dimensions to property line, visible utilities curb, parking layout and driveway locations sidewalk designs, and existing fire hydrants within 500 feet of the development.
- Information Required on Plans:** wet sign on all documents by document maker, name, title, registration (address and phone) of design professional, address of property and name, address, and phone number of property owner. Applicable codes, description and type of work, occupancy and type of construction, allowable area calculations, gross area, by floor, and building height and index of drawing.
- Grading and Drainage Plans:** tops and toes of slopes, pad elevations and ground slope drain scheme and topo, and retaining walls and drainage systems.
- Landscaping Plan:** Irrigation and planting schedule, and accessory structures, walkways and decks.
- Architectural and Structural Plans:** Foundation plan, floor roof framing, exiting layout (where applicable) and proposed, roof framing plan, architectural floor plans, exterior elevations, structural material specifications, structural and architectural details, truss configuration and

location, typical cross sections in each direction, and calculations and details for racks over 8 feet.

- **Prefab Trusses:** Submit following with permit package, roof framing plan with Truss ID number, detail of all truss splice, connection and plate sizes, show all trusses, gable bracing and bridge, and review by individual responsible for design.
- **HVAC, Plumbing and Electrical Plans:** Plumbing fixtures and single line schematics with pipe, location of HVAC equipment, duct location, and layout and fire dampers roof penetration details and specifications for new equipment.

All plans, specifications, reports, or calculations for buildings or structures required to be designed by an Architect or Engineer licensed by the State of California, shall have his seal, signature and registration number thereon. (Each sheet of plans to have proper signatures.) Architects and Engineers must also indicate when their license expires.

SEPARATE PLANS & PERMITS REQUIRED FOR THE FOLLOWING TYPES OF WORK:

1. Assembly Areas (with occupant load greater than 50 persons).
2. High Pile Storage Areas (commodities as regulated by the Fire Code).
3. Fire Alarm/Smoke Detection Systems.
4. Flammable Liquid Storage Areas, Compressed Gases.
5. Spray Booths
6. Automatic Fire Sprinklers/Extinguishing Systems.

For further information, contact the Building Division at (510) 675-5313.