

CITY OF UNION CITY - BUILDING DIVISION

Single Family Residential Building Permits

- **Construction Details:** Detail cross sections of foundation components, anchoring, structural member connections, seismic connections, and other pertinent construction details.
- **Soil Report:** A comprehensive soil investigation prepared by a registered soil or civil engineer may be required for new buildings or additions. Building additions and remodel work normally are not required to have a soil report, depending on the extent and location of the additions.
- **Engineering Calculations:** These are to be submitted for all buildings and/or building parts that are not of conventional wood construction, and foundation systems that deviate from a standard UBC foundation system.
- **Manufacturers' Engineering Reports:** These are required for ALL prefabricated structural framing components.
- **Title 24, State Energy Calculations:** A Certificate of Compliance (CF-1R) with all applicable signatures shall appear on the plan. Show all mandatory measures on the plan.
- **Survey Report:** A survey by a licensed surveyor will be required on new single family dwellings and may be required on additions.
- **Electrical, Plumbing, and Mechanical Permits:** These will be required in addition to the building permit, when applicable. All electrical, plumbing and mechanical plans shall be submitted together with the building plans at the time of building permit application.
- **Grading Permits:** Grading permits are required for all new structures/building. Grading permits may also be required for additions; you may contact the Public Works Department at (510) 675-5311 for further information.

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



NEW HOMES AND ADDITIONS

IMPORTANT PHONE NUMBERS:

Alameda County Assessors	(510) 272-3787
Alameda County Water District	(510) 668-4200
Allied Waste Services	(510) 770-3828
New Haven Unified School District	(510) 471-1100
Pacific Gas & Electric (PG&E)	(510) 784-3255
Tri-Ced Curbside Recycling	(510) 429-8030
Tri-Ced Disposal Facility	(510) 624-5910
Union Sanitary District	(510) 477-7500
Union City Building Division (Permits)	(510) 675-5313
Inspection Hotline/Recorder	(510) 487-0711
Union City Public Works Department	(510) 675-5308

City of Union City
Economic & Community Development Department
BUILDING DIVISION
34009 Alvarado-Niles Road
Union City, CA 94587
(510) 675-5313
Fax (510) 475-7318

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:

Fire Sprinklers – The City shall require you to fully sprinkle your home if

1. Your total structure, including proposed addition totals over 2,500 square feet; or
2. Your proposed addition consists of increasing your existing living space by 50%; or
3. You are building a new home.

School Impact Fees – For all new dwellings and additions 500 square feet and over, 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 Single Story Additions:

- Three (3) sets of complete building plans (plan size - 18" x 24" minimum and 24" x 36" maximum)
- Two (2) sets of Title 24 Report, *if applicable*.
- Two (2) sets of Structural Calculations, *if applicable*.

For New Single Family Homes or Second Story Additions:

- Four (4) 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
- Letter of ASD Approval by the UC Planning Department.

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.*

- **The Designer's Name:** When the drawings are prepared by a California licensed architect or registered professional engineer, that person must sign and seal all drawings and calculations as appropriate.
- **Existing Dwelling's Information:** Note on the plans the square footage of the existing home, garage and square footage of the proposed addition. State the proposed total square feet of the entire dwelling with its new addition.
- **Plot Plan:** Show the outlines of the Assessor's Tax Parcel and the locations and use of all existing and proposed buildings. Plan details must include parcel dimensions, building setbacks from all property lines, distance between buildings, off-street parking, driveways, sewer lines or septic tank and leach field locations, percentage of the lot covered by buildings, scale of the drawings, and a north arrow. Also specify the owner's name, the site address, and the Assessor's Parcel Number.
- **Foundation Plan:** Show dimensions and depths into bearing soil of all foundation components. Indicate foundation anchoring details, reinforcements, crawl space clearances, vents, and access. Any foundation system that deviates from the standard foundation system described in the Uniform Building Code must bear the seal of a registered civil or structural engineer or architect and have supporting calculations to substantiate the design. Foundation design criteria must be in accordance with data provided in an accompanying soil report.
- **Floor Plan:** Show complete dimensions. Include location of smoke detectors, all appliances, heating systems, electrical outlets, fixtures, attic and under floor access, door and window types and sizes, other important structural elements, fire protection in attached garages, and any other information necessary to show that the building will meet all applicable codes. Also indicate the gross floor area to be heated.
- **Exterior Elevations:** Submit elevations of all sides of the building. Show building height in feet, and indicate the difference in elevation between the highest point of the structure (not including antennas, etc.) and the highest and lowest ground elevation at the exterior foundation of the structure.
- **Cross Sections:** Show cross sections for as many areas as necessary to completely describe the structural layout. Include details for high strength connections, insulation placement, ceiling heights, and/or other necessary or unusual details.
- **Framing Plans:** Submit framing plans for floor, ceiling, wall and roof framing indicating dimensions, materials, sizes, spacings, and connection details of all structural framing members.
- **Roof Plan:** Indicate roof layout, skylights, pitches, slope directions, types of roof covering, sheathing, and underlayment.