



## SUBMITTAL REQ. FOR NEW SFD & ADDITION

### THINGS TO KEEP IN MIND:

**Fire Sprinklers** (15.20.150 Chapter 9, Fire protection systems of the City of Union City Municipal Code) –

1. **New Construction:** An automatic fire sprinkler system shall be installed throughout all new commercial, industrial, residential, combustible fiber storage vaults, storage buildings, patio enclosures, sunrooms or structures as set forth in the most recently adopted City of Union City Building Code.  
*Exception: Any detached garage of storage shed associated with a single-family dwelling less than 400 square feet in area may not require fire sprinkler protection throughout as approved by the fire chief or designee.*
2. **Additions to Residential Existing Buildings:** The City shall require you to fully sprinkler your home if;
  - a. The existing building area is increased in area by 50% or more.
  - b. The entire structure exceeds 2500 square feet.

**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:

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. 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, Part 6 Report
- Two (2) sets of Structural Calculations, *if applicable.*
- An Approval Letter from the Homeowner's Association, *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, Part 6 Report
- Two (2) sets of Structural Calculations
- Two (2) sets of Soils Report or Geology Study
- Letter of ASD Approval by the UC Planning Division
- Annotated List of “Conditions of Approval” from the Planning Division
- An Approval Letter from the Homeowner's Association, *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.*

- 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.
- Architectural Plan/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.

- **Grading Plan/Landscape Drawings:** Please provide existing and proposed grading plans, pad elevation ground slope drainage scheme and topographic plan drawn to 1'-0 contours, retaining walls and drainage systems, existing and proposed. Irrigation and planting schedule, accessory structures and walkways, decks and similar structures need to be shown.
- **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.
- **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.
- **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.
- **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.
- **Construction Details:** Detail cross sections of foundation components, anchoring, structural member connections, seismic connections, and other pertinent construction details. 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.
- **Roof Plan:** Indicate roof layout, skylights, pitches, slope directions, types of roof covering, sheathing, and underlayment. Truss information – if being manufactured, two sets of calculations need to be included along with a letter from the Engineer stating that the calculations have been review and comply with the drawings.
- **Manufacturers' Engineering Reports:** These are required for ALL prefabricated structural framing components.
- **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.
- **Survey Report:** A survey by a licensed surveyor will be required on new single family dwellings and may be required on additions.
- **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) 675-5308.

**PLAN CHECK PROCESS:** Initial review of plans may take between 2-3 weeks. Re-submittals shall take between 1-2 weeks. Larger projects may take longer, please contact the Building Division for further information. The Building Division will route the plans to the appropriate city departments. The applicant is responsible in delivering plans to the Alameda County Health Department and Union Sanitary District, when applicable.

**FEES:**

- **AT SUBMITTAL:** At the time of submittal a plan check fee must be paid, for fee estimate call (510) 675-5313 or see fee schedule.
- **ONCE PERMIT IS READY TO ISSUE:** The Building Division will contact the Applicant of the project with the remaining fee balance. *Refer to the adopted fee schedule for further information.*

**INSPECTIONS:**

- Inspections will be required for commercial TI projects. Contact the Building Division for required inspections for your specific projects.

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