



Community Development Department Building & Safety Division

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Plan Submittal Checklist for Over-the-Counter Electronic Reviews Residential Additions • Alterations

Purpose

This handout describes the over-the-counter (OTC) electronic plan review process and criteria for residential additions, alterations and accessory structures. Current code regulations and local ordinances require building permits when buildings are constructed, altered or improved. The following guideline shall be reviewed before commencing any work.

Procedure for Scheduling OTC Plan Checks

Appointments

Contact the Building & Safety Division between 8:00 am to 5:00 pm, Monday through Friday at (925) 833-6620 to schedule an OTC plan check appointment. Appointments are available on **Tuesdays from 1:30 pm to 3:30 pm and Thursdays from 9:30 am to 11:30 am**. Review times are scheduled in half hour increments for all divisions/departments. Appointments must be scheduled three business days in advance.

- Tuesday appointment must be scheduled before Noon the previous Thursday.
- Thursday appointments must be scheduled before Noon the previous Monday.

Once scheduled, the applicant will be responsible for registering with **Citizen Self-Service Portal (CSS)** electronic review here <https://dublinca-energovweb.tylerhost.net/apps/selfservice#/home>.

Citizen Self-Service Portal (CSS) allows applicants to apply for their permit and upload all drawings and construction documents necessary for review. Uploads shall be provided no later than noon 2 business days before the scheduled appointment.

Advisory Note: *Plan check fees shall be applied and paid before 8:30 the morning of scheduled appointment, else subject to cancelation.*

Review times exceeding 30 minutes will be taken in for a regular plan check review. Plan review staff reserves the right to deem any project not

appropriate for OTC plan review based on the provided criteria and/or complexity of the project.

Plans can be prepared by anyone for projects of wood frame construction if the building is not more than two stories.

Criteria

The following types of work can be considered for OTC review:

- Residential single-story additions less than 500 square feet in floor area
 - *In R1 and various PD Zoning
- Residential remodels with minimal structural changes (wall removal, door or window reconfiguration)
- Garage conversions to living space
 - * In R1 and various PD Zoning
- Limited accessory structures such as patio enclosures/covers, sheds, arbors, decks, etc.
- Residential Pools (new, replastering)

Additional Department Approvals

Approvals must be obtained from the following departments.

1. Dublin San Ramon Services District (DSRSD)

Obtain pre-approval from **DSRSD** prior to the appointment. If the project includes new plumbing fixtures (sinks, toilets, showers) additional fees may apply. Contact them at (925) 828-0515 for additional questions.

2. Planning Division

Planning staff will review all exterior changes to the building and verify the new square footage. Lot coverage area information of existing plus proposed structures must be shown on plans. Contact staff at (925) 833-6610 for additional zoning questions.

3. Public Works Department

Staff will verify location of existing utility easements, changes to the exterior slope, flooding, grading and drainage information. Contact them at **(925) 833-6630** for specific site information.

4. Fire Prevention Bureau

If required, contact staff at **(925) 833-6606** to verify the installation/modification of fire sprinklers.

Additional Site Specific Verification

Before meeting with the plan checker the following must be approved and/or verified. If the property is located in any of these zones the plans must reflect the specific requirements.

- Age of the structure
- Wildfire zone
- Flood zone
- Flood zone designation can be viewed in the city's [GIS Portal](#). Complete two elevation certificates if property is in either A, AE or AO flood zones.

Helpful Documents

Review these handouts for useful information on design criteria, energy forms, Dublin Municipal Code, etc. These forms must be **fully completed and included** along with the construction drawings.

- [CalGreen Residential Checklist](#)
- [Residential Energy Forms](#)
- [Special Inspection and Testing Agreement Forms](#)
- [Dublin Municipal Code - Residential Amendments](#)
- [Accessory Structures Plan Submittal Checklist](#)
- [Residential Garage Conversions](#)

Document Submittal

- A complete digital set of plans. The set must be signed by designer or stamped and signed by licensed professional (as applicable).
 - The designer is encouraged to attend the plan check appointment(s).
- Structural calculations set, stamped and signed by the licensed professional (as applicable).
- Special Inspection & Testing Agreement forms completed and signed by all parties (as applicable).

The designer of record (architect or engineer) may perform the required inspections in lieu of a Special Inspection Agency. This will be considered on a case-by-case basis.

- Title 24 energy reports signed by energy designer and owner (as applicable). Mandatory forms completed, signed and reproduced on plans.
- Geotechnical Report (only for additions with different foundation from existing. See Building Department Policy No. 39).
- Fully completed and signed permit application with listed contractor and valuation. If a contractor is obtaining the permit, a City business license must be obtained prior to permit issuance.
- Valuation breakdown of labor and materials with associated costs.

Minimum Plan Size

Electronic plans must be drawn to scale, fully dimensioned and legible to a minimum 11 x 17 inch paper scale (e.g., site plan: 1/8-in = 1-ft, floor plan: 1/4-in = 1-ft) in a concise, detailed and professional manner. Single line floor plans are **not** acceptable and will be rejected.

Cover Sheet

- Job address
- Contact Information for Owner, Contractor, and Designer(s) (name and address, phone number, title and registration of designer or design professional)
- Description of work
- Applicable codes
- Type of construction
- Existing fire sprinkler system (yes or no)
- Sheet index

Site Plan / Architectural Plans

- Site plan identifying lot, building location / setback dimensions from new addition to all property lines and other existing buildings / location of easements & utilities / north arrow
- Floor plan identifying new and existing room uses / door and window schedule
- Details for stairs, handrails, guards, decks / occupancy separation elements and fire rating details (when applicable)
- Exterior elevations identifying construction materials / wall covering specifications and fire rating (*if located on fire hazardous area) / maximum building height & fireplace height

Structural Plans

- Identification of floor framing / roof framing / wall framing / shear wall location and schedule
- Manufactured truss diagrams and calculation sets stamped and signed by design professional

- Foundation plan / new footing details / connection to existing foundation system / reinforcement

Proposed foundation design shall match the existing foundation (e.g., pier and grade beam with new pier and grade beam). A geotechnical report is required if the proposed foundation does not match existing.

Mechanical / Electrical / Plumbing Plans

- Mechanical - Identify all supply and return air registers / HVAC and A/C equipment size, location, access.
- Electrical - Identify size and location of main and sub-panels / electrical outlet receptacles, switches, light fixtures and types (TR, GFCI, WP).
- Plumbing - Identify size and location of piping / materials / gas piping calculations.