



## Community Development Department BUILDING & SAFETY DIVISION

100 Civic Plaza, Dublin, CA 94568 • Ph: (925) 833-6620 • [www.dublin.ca.gov](http://www.dublin.ca.gov)

# RESIDENTIAL ADDITIONS • ALTERATIONS PLAN SUBMITTAL CHECKLIST

## Purpose

This handout summarizes the requirements for a complete plan review submittal for residential additions, alterations, and interior remodels. 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.

## Additional Agency Approvals

### Planning

Contact the **Planning Division** at **(925) 833-6610** for changes to the exterior of the building or for the addition of new square footage prior to submittal of plans.

### Dublin San Ramon Services District (DSRSD)

Approval must be attained from **DSRSD** prior to issuance of the City Building Permit. To apply visit: [https://selfservice.dsrdsd.com/EnerGov\\_Prod/SelfService#/home](https://selfservice.dsrdsd.com/EnerGov_Prod/SelfService#/home). If this is the first time visiting the site, you will need to sign up for an account. You can find the instructions here: <https://www.dsrdsd.com/do-business-with-us/planning-and-permitting> under DSRSD Requirements “How to register” and “How to apply for review”. Please contact DSRSD directly for additional information and questions by email at [plansubmittals@dsrdsd.com](mailto:plansubmittals@dsrdsd.com) or by phone at **(925) 828-0515**.

### Fire Prevention Bureau

Fire staff reviews plans for conformance to projects exposed to any Fire Hazard Severity Zone. For specific project locations please contact them directly at **(925) 833-6606**.

### Plan Submittal for Construction

- To submit for a permit the following information must be completed electronically through <https://dublin.ca.eprocess360.com>.
  - Please request via [permits@dublin.ca.gov](mailto:permits@dublin.ca.gov) a copy of the instructions to submit and upload your plan submittal.

- A completed permit application worksheet. [Permit Application Form](#)
- Contractor’s City of Dublin Business License must be current.
- Architectural and Structural Plans supporting the proposed design.
- Structural calculations sets, stamped and signed by the licensed professional (as applicable).
- Complete Special Inspection & Testing Agreement form completed and signed by all parties (as applicable).
- Title 24 energy reports signed by energy designer and owner (as applicable).
- Waste Management Plan.  
Required when the total project valuation is greater than or equal to \$100,000.
- Complete permit application.
- Plan check fee payment.

## Minimum Plan Requirements

Plans can be prepared by anyone for additions and/or alterations of wood frame construction if the building is not more than two stories (including a basement). If the structure does not follow conventional wood frame construction standards and has irregular design features, plans will be required to be prepared by a California licensed professional (architect or engineer).

## Cover Sheet and / or Site Plan

- Job address / name and address of owner, contractor and contact person / 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 identifying lot and building location / setback dimensions from new addition to all property lines and other existing buildings / location of easements and utilities / north arrow.

## Architectural Plans

- 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).
- Attic and under floor vent calculations.
- Exterior elevations identifying construction materials / wall covering specifications and fire rating (\*if located on fire hazardous area) / maximum building height and fireplace height.

### Structural Plans

- Structural identification of floor framing / roof framing / wall framing / location of shear walls and associated schedule.
- Foundation plan / new footing details / connection to existing foundation system / reinforcement.
- Manufactured truss diagram (two calculation sets stamped and wet signed by design professional).
- Soils report prepared by a licensed professional if: a) the addition is over 500 ft<sup>2</sup> or b) if less than 500 ft<sup>2</sup> and the City does not have a copy of the original soils report on file.

Note: Proposed foundation design shall be similar to the existing foundation (e.g., pier and grade beam with new pier and grade beam). If new system is proposed – such as a new concrete slab with an existing pier and grade beam – a current Geotechnical report will be required to demonstrate these designs are compatible. This item must be verified prior to the initial plan submittal.

### Mechanical / Electrical / Plumbing Plans

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

### Special Inspection & Testing Agreement

- Special Inspection & Testing Agreement form completed and signed by all parties prior to permit issuance (as applicable).

*Note: The design professional of record (architect or engineer) may perform the required inspections in lieu of a Special Inspection Agency on a case-by-case basis.*

### Title 24 Energy Compliance

- Mandatory forms completed, signed and reproduced on plans.

### Flood Zone Verification

- Complete two elevation certificates if property is in either A, AE or AO flood zones.

### Design Criteria

The City of Dublin has adopted the following codes and amendments:

2019 California Residential Code (2018 IRC)

2019 California Building Code (2018 IBC) if using engineered parameters

2019 California Mechanical Code (2018 UMC)

2019 California Electrical Code (2017 NEC)

2019 California Plumbing Code (2018 UPC)

2019 California Fire Code (2018 IFC)

2019 California Energy Code (2019 Building Energy Standards)

Wind speed design factor:  $V_{ult} = 93$  mph, exposure based on geographical location

Seismic design category:  $D_2$

Climate zone: 12

### Plan Check Time

Allow for the following review times:

- Valuations greater than or equal to \$100,000 require 15 work days on each submittal.
- Valuations less than \$100,000 require 10 work days on each submittal.

### Permit Issuance

The following will be required at time of permit issuance:

- Prior approval of the Waste Management Plan.
- Dublin School District fees (for new square footage on additions greater than 500 ft<sup>2</sup>).
- Proof of current contractor's license / business license / Worker's Compensation insurance (for contractors only).
- Outstanding building fee payment.

One set of approved plans will be returned to the applicant to be maintained at the job site until the final inspection has been made. The Building & Safety Division will keep a second set on file until 90 days after construction has been completed. The third set will be forwarded to the County's Assessor's Office.

### Questions

Contact the **Building & Safety Division** at **(925) 833-6620** for inquiries on plan check, building fees, and school district fees. Project information such as valuation cost and new square footage area will necessary to provide estimates on fees.