



Community Development Department BUILDING & SAFETY DIVISION

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ACCESSORY STRUCTURES – PLAN SUBMITTAL CHECKLIST PATIO COVERS • SHEDS • ARBORS • TRELLISES

Purpose

This handout summarizes when a permit is needed for residential accessory structures and explains the requirements for plan submittals and the process of acquiring necessary permits. The following guideline shall be reviewed and approval must be obtained before commencing any work.

Permits Required

A building permit is required for the installation of accessory structures for:

- Any structure attached to the main dwelling, regardless of size.
- Any detached structure greater than 120 ft² in floor area.
- Any detached shade structure with a roof which does not shed water (open roof) more than 1,000 ft² in area or greater than 10-ft in height.

Examples of accessory structures: Tool or storage sheds, playhouses, covered patios, gazebos, unenclosed structures and similar uses.

Examples of shade structures: lath houses, trellises, arbors.

Exemptions: Structures less than the square footage areas noted above are exempted from permits. However, permits must be required for any electrical, plumbing and mechanical work that is proposed. Also exempted is any work which involves a concrete slab only. (Dublin Municipal Code Section 7.28.290)

Additional Agency Approvals

Planning

Contact the **Planning Division** at (925) 833-6610 to obtain clearance and zoning regulations on the lot, minimum setback to property lines, size, height, and allowable building coverage of the lot. It is highly recommended for the applicant to verify that all zoning regulations are in compliance prior to filing for a building permit.

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. 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 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

Quantity

- 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 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.
- A complete sets of plans. Construction documents must be signed by designer or stamped and signed by licensed professional (as applicable).
- A set of structural calculations, stamped and signed by the licensed professional (as applicable).

Minimum Plan Requirements

Size

Plans must be drawn to scale, fully dimensioned and legible on minimum 11 x 17 inch paper (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.

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 design professional (licensed CA Architect or Engineer).

Cover Sheet - Job address / name, address, and phone number of property owner, contractor, designer and contact person.

Site Plan – Identify lot and building location / setback distances from new accessory structure to all property lines and main house / location of easements and other utilities / north arrow.

Floor Plan – Dimensioned floor plan identifying proposed room use(s) / door and window schedule / exterior landings / attic and under floor vent calculations / electrical diagram locating receptacle outlet types (TR, GFCI, WP), switches, light fixtures / size and location of main and sub-panels.

Elevations – Minimum of two exterior elevations identifying construction materials / wall covering specifications and fire rating (if located on fire hazard area) / maximum building height from ground level.

Cross-Section drawing – Complete building section depicting wall framing / detail connections at roof ridge; for roof framing to wall; wall to foundation.

Foundation Plan – Dimensioned plan identifying type of foundation system / new footing details and reinforcement / connection to existing foundation system (as applicable).

Roof Framing Plan – Dimensioned plan identifying type, span, and spacing of framing members / framing attachments / material specifications.

Flood Zone Verification

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

Patio Cover Provisions

- All the provisions for patio covers shall be in conformance with Appendix H of the 2019 CRC.
- Use shall only be for recreational, outdoor living purposes and not as carports, garages, storage rooms or habitable rooms.
- One story structures permitted not to exceed 12-ft in height.
- Enclosure walls shall be permitted to be of any configuration, provided the open area or glazed

area of the longer wall and one additional wall is equal to at least 65% of the area, below 6-ft 8-in of each wall, measured from the floor.

- Openings shall be permitted to be enclosed with insect screening, approved translucent or transparent plastic (not more than 0.125-in in thickness), glass conforming to the provisions of Section R308, or any combination.
- Bedroom emergency egress windows shall not exit into patio enclosures. These shall be relocated to open directly to the street, public alley or yard.
- Structure shall be designed to resist the minimum wind and seismic loads set in this code.
- Structure may be supported on a minimum 3 1/2-in thick concrete slab on grade without footings, provided the columns do not support loads in excess of 750-lbs per column. (dead + live load)

Listed Patio Covers

If the proposed patio cover is constructed based on an approved industry “listing number” such as an ICC or IAPMO Evaluation Report number (or other approved listing), conformance to the above listed items has already been reviewed/accepted; however, zoning regulations still need to be met. Include three (3) complete sets of the listing report or specification sheets with the submittal.

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 Electrical Code (2017 NEC)

2019 California Plumbing Code (2018 UPC)

2019 California Energy Code (2019 Energy Standards)

Wind speed design factor: $V_{ult} = 110$ mph, exposure based on geographical location

Seismic design category: D₂

Plan Check Time

Allow for 10 working days on each submittal.

Permit Issuance

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 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 Division** at **(925) 833-6620** for inquiries on fees. Project information such as valuation cost and square footage area is necessary to provide estimates on fees.