



CITY OF OAKLAND
PLANNING & BUILDING DEPARTMENT
250 FRANK H. OGAWA PLAZA. SECOND FLOOR. OAKLAND CA. 94612
510-238-3891
<https://aca-prod.accela.com/OAKLAND/Default.aspx>

COMMERCIAL PLAN SUBMITTAL REQUIREMENTS FOR OBTAINING A BUILDING PERMIT

Plans need to meet City of Oakland general standards for drawings (see additional form). Building designs must meet current codes (2019 California Building, Electrical, Mechanical, Plumbing, Energy, Green Building Standards, etc. codes, requirements.) **A full plan submittal is required for all work, including the FULL scope of ALL work that is proposed.** (Only submittals following these formatting requirements will proceed through obtaining a permit) This check list will assist you with the permit application process but **is not meant to be all inclusive and all the items noted may not be required. Please contact our office for more information.** Other permits and approvals may be required in addition to the building permit. Please contact our office for additional information.

All submittal documents must be uploaded together through our online permit process. The entire plan set (architectural, structural, energy) should be in a single PDF file. Separated plan sets will not be accepted. Structural calculations, reports, applications and supporting documents should be submitted as separate PDF attachments.

You must make an appointment to submit for new buildings that are 20 or more dwelling units or more than \$5,000,000 in construction cost.

- Completed Permit Application Worksheet**
<https://www.oaklandca.gov/documents/application-worksheet-for-building-permits>
- Planning approval stamp on plans or planning approval letter**
 - Items to be on plans (as required by Planning)
 - Conditions of Approval.
 - Build-it-Green or LEED forms.
 - Small Commercial Green Building Checklist.
- Provide Architectural drawings:**
 - General Information (on Cover Sheet unless otherwise noted):
 - Provide the description of the proposed work.
 - Provide the address of property and assessor parcel number.
 - Provide Owner's name address and phone number.
 - Provide on each sheet the name, address and phone number of person/company that prepared the plans
 - Provide Building Data and Code Analyses. This should include as a minimum; applicable codes, allowable and actual building/floor areas, construction type, occupancy groups, number of stories, building height.
 - Identify the zoning district, historical designation and if the project is in any special districts such as historical, fire, seismic, flood, liquefaction, etc.
 - Identify the existing or proposed fire suppression system(s).
 - Provide a sheet index showing each sheet title and number.
 - Provide the meaning of all symbols and abbreviations used in the drawings.
 - Provide an exiting plan with calculations, occupant load, distance to exits, etc. (may be an additional sheet).
 - Identify all proposed deferred submittals.

- Provide Dust Control Statement per OMC 15.04.040 (f). Dust control measures shall be based on “Best Management Practices” as developed by the City Engineer or other references approved by the Building Official and shall be throughout all phases of construction.
- Provide construction funding source (private or public).
- Provide complete **Plot/Site Plan (scale 1/8” = 1’ or 1/10” = 1’)**, showing the following:
 - Outline of entire property including property lines and parcel dimensions.
 - Building setbacks (all proposed and new) from all property lines-front, rear, and sides.
 - Adjacent public or private streets/roads (with names), sidewalks, curb cuts.
 - Easements, creeks or culverts located on or adjacent to the property.
 - Footprint of all structures (indicate size, location and use for both existing and proposed).
 - North arrow: true and reference if used.
 - Location, species, drip lines and trunk diameters of all trees within the vicinity of any proposed improvements.
 - All significant site features including walks, ramps, parking stalls, curb cuts, uncovered stairs, fences, paved areas, transformers, etc.
 - Location and heights of any existing or proposed retaining walls.
 - The Plot Plan for new construction also must show all info required by the “Site Plan Quick Checklist”: <https://www.oaklandca.gov/documents/survey-and-site-plan-checklists-for-new-construction>
- Provide **Floor, Demolition, Reflected Ceiling, and Roof Plan(s) (scale minimum 1/8” = 1’)**:
 - North arrow: true and reference if used.
 - Completely dimensioned floor plan for each floor level.
 - Existing and proposed use of all rooms.
 - Show all existing walls, new walls and walls to be removed. Delineate between each type. Indicate if all walls and/or ceilings are finished.
 - Show all fire walls, fire barriers, shafts, and fire partitions including hourly ratings. Clearly delineate between each type of assembly.
 - Show all fire rated doors, fire and/or smoke dampers, fire shutters, etc. Clearly indicate all ratings for these.
 - Show all exit signs, fire extinguishers, and emergency lighting.
 - Show locations and sizes of all doors, windows and skylights. Indicate if any have safety glazing.
 - Show locations of HVAC units (including weights), registers and return air.
 - Show all plumbing fixtures (toilets, urinals, sinks, showers, bathtubs, drinking fountains, etc.).
 - Show all stairs, ramps, landings, balconies including width, rise/run, slope, up/down arrows, etc.
 - Indicate roof pitches (this can also be shown on the elevations, sections, or roof framing plan).
 - Show all built-in features such as case work.
 - Show all appliances (dishwashers, clothes washer/dryer, oven, stove top, range, etc.).
 - Building cross-section locations indicated with section symbols.
- Show all **Elevations (views) (scale minimum 1/8” = 1’)**:
 - Show all sides of structure (label existing and proposed front, rear, side, etc.).
 - Show all windows, doors, awnings, signs, decorative trim, and other architectural features.
 - Indicate all exterior materials and show cement plaster control joints.
 - Vertical dimensions showing the building height and the heights of floors/levels.
 - Existing and finished grades showing true site conditions.
 - Show roof pitch and roofing materials including classification.
- Provide building cross section(s) as necessary to convey construction materials and methods. Typically, at least one transverse and one longitudinal cross-section will be required to adequately depict all construction.
 - Completely dimension showing all floor/level/roof heights.
 - Typical foundation, floor, wall, ceiling, and roof systems and construction material.
 - Existing and proposed ceiling heights.
 - Cross-section and details of any unusual construction.
 - Details keyed to appropriate sheet number.
- Construction Details (use appropriate scale)
 - Fire rated assemblies; materials, construction, terminations, penetration protection, extensions through horizontal and/or vertical assemblies.
 - Partitions; materials, floor attachments, top of wall bracing.

- Suspended ceilings; perimeter connections, lateral bracing, compression struts, seismic separation joints, etc.
- Handrails, guards; size, height, material, and connection details.
- Roofing, water proofing; flashing, deck membranes, roof drains, scuppers, etc.
- **Additional Requirements:**
 - Show on plans all accessibility requirements including Path of Travel per the California Building Code. The “Accessibility Upgrade Worksheet” (see additional handout) needs to be submitted for all additions, alterations, improvements, and/or repairs:
<https://www.oaklandca.gov/documents/accessibility-checklist-for-construction-plans>
 - Provide accessibility Signage Sheet.
 - Provide plumbing fixture count calculations per code.
 - **Water-conserving plumbing fixtures are required for all new construction and also when undergoing additions, alterations or improvements. Please contact our office for further info.**

Provide digital copy of Title 24 Energy Compliance forms and calculations.

<https://www.energy.ca.gov/programs-and-topics/programs/building-energy-efficiency-standards>

- Required for all new construction and for any alterations and/or additions to building envelope, added/replaced fenestration. See 2019 Building Energy Efficiency Standards and/or Compliance Manual for additional requirements.
- Must conform to Prescriptive or Performance methods of compliance.
- If HERS Verification is required, must submit registered watermarked copies of forms.
- All compliance measures must be incorporated into the plans.
- Required energy forms should be included in the plan set

Structural: Required drawings, calculations and document submittals:

- Provide digital structural calculations and drawings stamped and wet signed by a California licensed civil/structural engineer or architect. Structural calculations are required for any non-conventional construction.
- Provide a list of all required Special Inspections on the plans. The name of all special inspectors for the project will need to be provided prior to issuance of the building permit.
- Provide **Foundation Plan (scale minimum 1/8" = 1')**.
 - Show on plan locations of all foundations, retaining walls, slab-on-grade, shear walls and holdowns.
 - Show locations of vents, under floor access, stairs,
 - **A soils report will be required for all brand new buildings and most additions.** Contact our office for further information.
- Provide **Floor Framing and Roof Framing Plans (scale minimum 1/8" = 1')**.
 - Show locations, sizes, spacings and material types/grades of all floor and roof framing members.
 - Pre-manufactured floor framing and roof framing/trusses (when used) should be clearly located on plans.
 - Pre-manufactured floor framing and roof framing/truss calculations and drawings, including layout plan(s), may be deferred and shall be submitted, with the stamp and signature of a California licensed civil/structural engineer, for approval prior to installation. The engineer-of-record of the building shall review this prior to submittal.
 - Show floor and roof sheathing thicknesses and structural grade.
 - Show all locations of drag members.
 - Show all locations of shear walls including holdowns.
- Provide **adequate details** to represent the structure. Some requirements are given below:
 - Foundation details showing dimensions, embedment in soil, reinforcing, sill plate and anchor bolts.
 - Roof/floor to shear wall connections.
 - Shear wall schedule and details, including holdown and anchor bolt details.
 - Welded or bolted connections of structural members.
 - Attachment of equipment such as HVAC units to the structure.

Mechanical, Electrical, and Plumbing (MEP) Drawings:

- Permits can only be issued after the related Building permit is issued.
- The City of Oakland does not currently require plan check for most projects in order to obtain MEP permits. All necessary review is performed in the field by our permit inspectors. However, MEP plan check is required for some cannabis project types such as cultivation and manufacturing.

- Plan check for MEP permits may be requested and is charged at our overtime plan check rate. Please contact our office for additional information.
- Although plan check is not required for most projects, it is highly recommended for many projects to help eliminate costly corrections that may be required during the construction phase.

All restaurant & buildings with food preparation and sales to public require approval by Alameda County Environmental Health Department (510-567-6700)

- Digital plans with Health Department approval are required to be submitted. The building permit can be applied for prior to submitting the **health** approved set. However, our plan check review process cannot be completed until we receive it.

Provide Storm Water Control Plan per C.3 requirements. See <http://cleanwaterprogram.org> for more info.

- Projects that create and/or replace 10,000 sq. ft. or more of impervious surface must implement low impact development (LID) stormwater treatment measures (with some exceptions).
- Uncovered parking areas, restaurants, auto service facilities, or retail gasoline outlets projects that create and/or replace 5,000 sq. ft. or more of impervious surface must implement stormwater treatment measures.
- For projects that create or replace 2,500 sq. ft. to 10,000 sq. ft. of impervious surface and are not in the previously mentioned four project categories must implement one of six site design measures but are not required to implement stormwater treatment measures.

Waste Reduction & Recycling Plan (contact Construction & Demolition Debris Recycling Program at 510-238-7283).

- Need to submit a Waste Reduction & Recycling plan (WRRP) online at www.greenhalosystems.com. The City will not issue permits without an approved WRRP.
 - Required for all new construction.
 - Required for all alterations or additions with costs of \$50,000 or more.
 - Required for all Demolition including soft demo.
 - May be required by other City Ordinances. See Bureau of Planning for additional information.

Fire Prevention Bureau Approval

- Certain types of projects are required to be reviewed by the Oakland Fire Prevention Bureau prior to a building permit being issued. The plans submitted for a building permit for these projects will be automatically routed to Fire for review.
- The Fire Prevention Bureau may be contacted at 510-238-3851 or FPBReceptionist@oaklandca.gov for questions or additional information regarding their plan requirements and review process.

Additional permits that may be required. Please contact our office for additional information. The following are some of the permits that may also be required:

- Electrical
- Plumbing
- Mechanical
- Demolition
- Sign
- Solar
- PZ – For on-site improvements not within the building

Public Works/DOT permits (DOTOnlinePermits@oaklandca.gov)

- Grading
- Obstruction
- Encroachment
- Excavation
- Curb, Gutter, Sidewalk
- Sewer Lateral
- PX – for Improvements in the City Right of Way

Foundation Formwork Certification - Will be required from a licensed professional surveyor or civil engineer licensed to practice surveying at the “Foundation Forms” inspection stage.

- Required for all new construction and additions.
- The letter shall state “Structure is placed according to the approved set of plans.”