



Building and Safety Permit Service Center

Permits for construction of new buildings require construction documents of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the applicable codes, City and State laws.

All documents and plans must be submitted as a non-secured, flattened PDF with embedded fonts. Plan sheet sizes shall be 11x17 inch minimum.

Newly Constructed Building Post Entitlement Document Submittal Checklist

In accordance with [California Government Code 65913.3](#), the City of Berkeley is required to determine whether the submittal package for a building permit application request is complete prior to initializing the building permit application¹, advancing the application for fee collection, and routing for plan review. In order to facilitate and inform the applicant in the building permit application request process and in order to comply with State Law, the City of Berkeley provides the following detailed checklist of documents and plans that are required in an initial submittal package for any newly constructed² ADU, Single Family Dwelling, Duplex, Townhome, Multi-Family, Mixed-Use, and Commercial buildings.

Any applicable items listed in this checklist but not provided in the initial submittal package will deem the application request incomplete and the application will not be initialized nor routed for code compliance review. Instead, the applicant will receive notice that the application request is incomplete and will be provided with a list of which documents and/or plans that are still required to be submitted. Applicants will be provided with a written notice of completeness review determination no later than 15 business days after receipt of the building permit application request.

An applicant must address the deficiencies and submit the additional submittal documents and/or plans for reassessment. The City of Berkeley will review the additional submittal documents and/or plans for completeness no later than 15 business days after receipt of the additional documents and/or plans. This completeness review cycle will continue until the submittal package is deemed complete. Please review the list carefully and make every effort to submit a complete package. Plan your submittal time schedule accordingly.

Once the submittal package is deemed complete then the request will be initialized to a building permit application and the applicant will receive an electronic communication for payment of plan check fees. After the fees are paid the submittal package will be routed for review to all reviewing agencies.

Footnotes:

1. A permit application is not initialized at submittal of the request by the applicant and does not ensure the Building Standard Code edition to be enforced. The code the plans will be reviewed under is set on the date of Plan Check Fee payment.
2. A Newly Constructed Building means a building that has never before been used or occupied for any purpose. It is a new building from the "ground up" and does not include additions or alteration to existing buildings.

Permit Service Center

1947 Center St. 3rd floor
Berkeley, CA 94704
510-981-7500 TTY 6903

permits@berkeleyca.gov

Legend:

- - Required Submittal Document
- - Document Can Be Required Based on the Specifics of the Project.
- / - Document is Not Allowed or Required for the Project

Department	Submittal Documents	Accessory Dwelling Units	One- and Two-Family Dwellings	Townhomes	Multi-Family	Mixed-Use	Commercial
	<u>Structural Drawings including:</u>						
	General Notes	●	●	●	●	●	●
	Foundation Plan	●	●	●	●	●	●
	Floor Framing Plans	●	●	●	●	●	●
	Roof Framing Plan	●	●	●	●	●	●
	Cross-Sections	○	○	●	●	●	●
	Structural Elevations	○	○	●	●	●	●
	Structural Details	●	●	●	●	●	●
	<u>Electrical Drawings including:</u>						
	General Notes	●	●	●	●	●	●
	Lighting and Power Plans	/	/	/	●	●	●
	Egress Lighting Photometric Plan	/	/	/	●	●	●
	Single-Line Diagrams	/	/	/	●	●	●
	Panel Schedules	/	/	/	●	●	●
	System Sizing Calculations	○	○	○	●	●	●
	Fixture Schedules	○	○	○	●	●	●
	Construction Details	/	/	/	●	●	●
	Energy Code Certificates of Compliance	●	●	●	●	●	●
	<u>Mechanical Drawings including:</u>						
	General Notes	●	●	●	●	●	●
	Equipment, Piping, and Ducting Floor and Roof Plans	/	/	/	●	●	●
	Smoke Control System Design	/	/	/	○	○	○
	System Sizing Calculations	●	●	●	●	●	●
	Equipment Schedules	●	●	●	●	●	●
	Construction Details	/	/	/	●	●	●
	Energy Code Certificates of Compliance	●	●	●	●	●	●
	<u>Plumbing Drawings including:</u>						
	General Notes	●	●	●	●	●	●
	Plumbing Floor and Roof Plans	/	/	/	●	●	●
	Isometric and/or Riser Diagrams	/	/	/	●	●	●
	System Sizing Calculations	/	/	/	●	●	●
	Equipment Schedules	●	●	●	●	●	●
	Construction Details	/	/	/	●	●	●

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Department	Submittal Documents	Accessory Dwelling Units	One- and Two-Family Dwellings	Townhomes	Multi-Family	Mixed-Use	Commercial
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Construction Drawings

Existing and Proposed Site Plan	●	●	●	●	●	●	●
Boundary and/or Topographical Survey	○	○	○	○	○	○	○
Landscape Plans	/	●	●	●	●	●	●
Zoning Permit Conditions of Approval	/	○	○	○	○	○	○
Monitoring, Mitigation, and Reporting Program	/	○	○	○	○	○	○
Zoning Compliance Analysis	●	●	●	●	●	●	●
Affordable Housing Compliance Plan	/	○	○	○	○	○	/
Bird Safe Compliance	○	○	○	○	○	○	○
Site Improvements	○	●	●	●	●	●	●
Floor Plans	●	●	●	●	●	●	●
Roof Plan	●	●	●	●	●	●	●
Exterior Elevations	●	●	●	●	●	●	●
Window and Door Schedules	/	●	●	●	●	●	●
Cross-Sections	●	●	●	●	●	●	●

Separate Documents

Zoning Permit Conditions of Approval Studies and Attestations	/	○	●	●	●	●
Monitoring, Mitigation, and Reporting Program Documents	/	○	○	○	○	○
Arborist Report	○	○	○	○	○	○
Deed Restriction	●	○	○	○	○	○
Structural Evaluation	/	○	○	○	○	○

Public Works

City Forms

Permit Applications	●	●	●	●	●	●
Subdivision and Encroachment Permit Fees Transmittal	/	/	/	○	○	○
Stormwater Requirements Checklist	○	○	○	○	○	○
PCB Screening Assessment	○	○	○	○	○	○

Construction Drawings

Stormwater Plans	○	○	○	○	○	○
Traffic Control Plan	/	○	○	○	●	●
Erosion Control Best Management Practices	●	●	●	●	●	●
Site Plan including Street, Curb, Sidewalk, and Driveways	●	●	●	●	●	●
Civil Grading and Utility Plans for the Public Right-of-Way	○	○	○	○	○	○

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Separate Documents

Private Sewer Lateral Certificate ³	●	●	●	●	●	●
Stormwater Operation and Maintenance Agreement	○	○	○	○	○	○

Toxics

Construction Drawings

Hazardous Material Management Plan	/	/	/	○	○	○
Health and Safety Plan	/	/	/	○	○	○

Separate Documents

Environmental Site Assessment	/	/	/	○	○	○
Soil and Groundwater Management Plan	/	/	/	○	○	○

Footnotes:

- ¹ Required prior to permit issuance.
- ² Exempt: Single-family wood-frame or steel-frame dwelling not exceeding two stories when that dwelling
- ³ Separate permit required prior to permit issuance.
- ⁴ Address assignments are required for development of vacant lots and additional units, including ADUs.