



New Single-Family Home

SUBMITTAL CHECKLIST

City of Hayward Development Services Department

2014 Update

PLANNING DIVISION PRELIMINARY REVIEW

Before preparing plans for a new single-family home, it is necessary to discuss the project with a City of Hayward planner to ensure the proposed dwelling will meet setback, lot coverage, building height, and other Zoning Ordinance requirements. The planner would also explain design criteria standards such as Design and Performance Standards and Hillside Design and Urban/Wildlife Interface Guidelines.

PROJECT APPROVAL TIMELINE

- **FIRST SUBMITTAL:** The review period for the first submittal is 25 business days.
- **RE-SUBMITTAL:** The re-submittal review period is 10 business days.
- **PERMIT ISSUANCE:** After the plans are approved and the building permit is paid, the permit will be issued to either the owner or a licensed contractor. If the project is multi-unit or not owner occupied, the permit will only be issued to a licensed contractor.

DRAWINGS

- Drawings for single-family homes must be prepared **by a licensed architect or engineer** if the following conditions apply: The house is 3 or more stories high or if the project consists of **5 or more dwelling units** on the same lot.

PROVIDE COMPLETE SETS OF PLANS

Drawings for single family homes shall be on paper not less than 24"x36". All sheets in the set must be the same size. Please confirm the number of sets of plans with a Permit Technician prior to submittal.
Call: **510-583-4140**

SOILS REPORT

Provide 2 copies of a current soils report prepared by a geotechnical engineer.

TITLE SHEET

Include a complete description of work, sheet index, applicable codes, designer's contact information and project location map. Include the square footage of any existing buildings on the property that will either remain or be demolished. Include an accurate square footage for the new building.

SITE PLAN

Include the location of the building on property, north arrow, dimensions to property lines and topography of site.

PLANS, SECTIONS AND ELEVATIONS

Provide floor plans at 1/4" per foot, elevations of each side of the building and at least one building section.

PLUMBING / MECHANICAL / ELECTRICAL DRAWINGS

Provide electrical panel schedule, single line diagram and a load calculation for the building. Provide gas, waste and vent piping diagrams to demonstrate compliance with electrical, plumbing and mechanical codes.

T-24 ENERGY REPORT

A T-24 Energy Report is required for new single family home. The T-24 report shall be incorporated in the set of drawings and submitted separately on at least 2 copies of 8.5"x 11" paper. **Hayward is in climate zone 3.**

CONSTRUCTION DETAILS

Provide details as necessary to describe the method of construction for all building elements.

STRUCTURAL CALCULATIONS

Provide at least 3 sets of stamped and signed structural calculations prepared by an engineer licensed in California. Include all manufactured truss designs in the submittal package for review.

SPRINKLERS

With the adoption of the California Residential Code, all newly built dwellings require sprinklers.

- Contact the Hayward Fire Prevention Office to verify specific sprinkler design requirements for new single-family homes.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

The demolition of existing structures on a site will require a J number from the Bay Area Air Quality Management District: **(415)-749-4762.**

- Bring a **J Number** or notice of exemption for the proposed demolition at time of submittal of the demo permit.