



New Buildings - Commercial or Multi-Family

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(multi-family means 3 or more units in a building)

All new commercial, industrial or multi-family building projects will have a detailed first phase of project development with the Planning Division before the building permit application can be submitted. This initial step is called the *planning application process*. To learn about these important initial steps, you can start with staff in the Planning Division and they will guide you through the requirements based on your proposal. **This handout is a reference for applicants that are already in the planning application process and are getting ready for the building permit application stage.**

CHECKLIST

STEP 1: ESTABLISH THE DESIGN TEAM

New buildings require a professionally prepared set of plans that fully documents the entire scope of work. Because new buildings involve every aspect of construction from site work to interior finishes, the design team can be quite large in some cases. One of the keys to a successful design team is designating a registered design professional coordinate the project. This is usually handled by a licensed architect, but California law also allows civil engineers to assume this role. In addition to designing the layout and appearance of the building, an architect oversees the coordination of the various consulting engineers and assembles the construction documents into a cohesive package. The architect checks the plans for conflicting information and serves as the single point of contact with the City for the review process.

AT LEAST ONE IS
REQUIRED FOR ALL
NEW BUILDINGS.
MOST PROJECTS
WILL REQUIRE
BOTH.

- ARCHITECT:** An architect will focus on coordinating the overall project team and will have technical strengths in disabled access (ADA), fire safety, emergency exiting and building design. **Make sure that the design professional that you hire is experienced with the type of project that you are planning to build.**
- CIVIL ENGINEER - Structural:** Engineers are required to design new buildings in California.

- CIVIL ENGINEER - Geotechnical:** All new buildings will require a soils report prepared by a geotechnical engineer. The information in the soils report will help the structural engineer understand the type of foundation that the building will need.
- CIVIL ENGINEER – Site work:** All new buildings will require an engineer that specializes in site work such as drainage, storm water regulations, parking lot design, and underground utility connections. The drawings that cover these topics are typically called the “civil plans”.
- FIRE PROTECTION ENGINEER:** Some new building projects will require the services of an FPE to design various life safety systems and to protect certain hazardous materials conditions.
- CIVIL ENGINEER – Traffic:** Some new building projects will require the services of a traffic engineer to design vehicle entrances, stoplight locations and forecast the volume of traffic generated by the project.
- PLUMBING, MECHANICAL and ELECTRICAL ENGINEERS:** Depending on the scope of work, certain projects will require engineers that specialize in these disciplines. For example, projects that involve substantial HVAC systems will require the services of a mechanical engineer.
- T-24 ENERGY CONSULTANT:** California has very restrictive energy codes. All new buildings will require the services of an energy consultant.
- LANDSCAPE ARCHITECT:** Depending on the criteria from the Planning Division, a landscape architect may be required for the project.

STEP 2: DETERMINE MAJOR COST IMPACTS

Different building types will have a range of fees, taxes and permit costs. The plan check fees are due at time of plan review submittal, but the remaining fees are due when the building permit is issued. To obtain a total cost estimate, contact a Permit Technician. Depending on the workload, detailed estimates can take several days to prepare. The Building Division maintains a fee schedule for the plan review and inspection fees. We also have a summary handout that highlights other fees and taxes such as utility connections and school district fees that may apply to certain projects. This summary handout is called the “Fee and Tax Reference”.

STEP 3: PREPARE THE BUILDING PERMIT DRAWINGS

A complete and accurate set of plans that demonstrates minimum compliance with the Building Code is required to obtain a building permit. Since most new buildings will have a *Planning Application* stage before the Building Permit stage, the drawings will usually be prepared at a lower level of detail for the Planning Application and then increase in detail for the Building Permit submittal.

It is important to note that projects with high quality plans are more likely to be approved quickly. Projects with poorly prepared plans will usually result in multiple correction lists and this will delay the start of construction.

Here are some general steps for preparing the *building permit* submittal documents:

- DESIGNATE THE ARCHITECT OR ENGINEER OF RECORD:** The architect or engineer of record is the main design professional responsible for coordinating the project. This is also referred to as the *design professional in responsible charge*. This individual is going to be the main point of contact with the City during the review process and will be responsible for making corrections.
- PREPARE A COMPLETE SET OF PLANS:** The City of Hayward requires a complete set of plans prepared to professional standards before we will begin the review process. Drawings will include: a cover sheet with project data and a sheet index, a site plan, demolition plans of any existing buildings on the site, egress diagrams, path of travel and accessibility details, plumbing fixture analysis, wall details, sections, allowable area calculations, elevations, electrical single line diagrams, gas piping diagrams, T-24 Energy reports and structural calculations. **The plans must fully and accurately describe the scope of work.** If key information is missing, **it will delay the project.**
- IMPROVEMENT PLANS AND LANDSCAPE PLANS:** In most cases, for a Building Permit application to be accepted for review, a complete set of plans includes the approved *site improvement plans* and the approved *landscape drawings* as part of the set. These shall be incorporated in the set on the same size paper as the rest of the drawings and must be included on the sheet index. These drawings establish the context for the building and describe various site conditions which impact a number of building code issues. The plan review team needs to see the final version of these drawings in conjunction with the drawings for the building.

- DEFERRED SUBMITTALS ARE TYPICALLY LIMITED TO THE FOLLOWING:** Trusses, solar PV/Thermal, sprinkler and fire alarm drawings. Exceptions can be made on a case by case basis for other deferred submittal items.
- CAREFULLY REVIEW THE APPLICABLE CODES FOR THE PROJECT:** The City of Hayward, like all jurisdictions in California, must review plans for minimum code compliance.

STEP 4: SUBMIT THE PLANS FOR REVIEW

Prior to submitting drawings for building permit review, confirm with the Planner assigned to your project if you are cleared for the building permit stage. Only the Planner for the project will know if all planning application steps are complete and if you are ready to submit for building permit review. Once you have this clearance, the building permit plans must be submitted to the Permit Center for intake by appointment. Most projects will have between 2 and 4 review cycles. Upon review of the plans, the Building Division will provide the applicant with comments from all departments. The applicant must re-submit the plans until all reviewers have approved the plans.

- STANDARD REVIEW TIMELINE:** New buildings have a review timeline of **25 business** days for the first submittal and **10 business days** for each resubmittal thereafter.

BEFORE SUBMITTING PLANS FOR A BUILDING PERMIT, PLEASE COMPLETE THE FOLLOWING CHECKLIST:

- VERIFY WITH PLANNING THAT THE PROJECT IS CLEAR FOR BUILDING PERMIT SUBMITTAL:** Before submitting plans for a building permit, it is necessary to confirm with the Planning Division that the planning application process is sufficiently complete for a building permit submittal.
- DETERMINE THE NUMBER OF SETS NEEDED FOR SUBMITTAL:** Most new building projects will require 9 sets of plans. To confirm the exact number of sets, please contact a Permit Technician close to the submittal date.

- MAKE AN APPOINTMENT WITH A PERMIT TECHNICIAN FOR THE SUBMITTAL:** It is important that submittals for new buildings are done by appointment. This way staff can verify that the project is ready for this step and provide you with updated information if necessary.

- PREPARE 2 SETS OF STRUCTURAL CALCULATIONS FOR THE SUBMITTAL.**

- PREPARE 2 COPIES OF THE SOILS REPORT FOR THE SUBMITTAL.**

- ALL DRAWINGS AND CALCULATIONS MUST BE SIGNED WITH CURRENT STAMPS.** DIGITAL SIGNATURES ARE ACCEPTABLE. "WET" SIGNATURES ARE NOT REQUIRED.

FOOD RELATED PROJECTS

- Projects that include public food service as a component of the building (banquet facilities, restaurants, cafés and food processing facilities) must be in the process of review by the Alameda County Health Department before the City of Hayward will review the plans. For more information, contact the **Alameda County Department of Environmental Health: 510-567-6700**

- Bring a receipt from the Health Department (showing that drawings were submitted for health dept. review) to the City of Hayward when submitting plans. Plans will not be accepted without the receipt.

Please remember that the Development Services Department staff is here to help you along the way. We are available for questions, meetings and general support. The building permit process works best as a collaborative effort. We look forward to partnering with you to achieve a positive result!