



## CHECKLIST

### PLANNING DIVISION PRELIMINARY REVIEW

Before preparing construction drawings for an addition to a single-family home, it is necessary to discuss the project with a City of Hayward Planner first. The City offers free consultations during business hours at the Permit Center front counter. Planning Division staff will review the proposal and provide guidance on the following items:

- Setbacks, lot coverage and building height limits***
- Appearance (design in compliance with local regulations)***
- Parking requirements***
- Potential tree preservation issues***
- Potential flood plain requirements***
- Potential historic preservation requirements***

### FIRE DEPARTMENT PRELIMINARY REVIEW

During the same meeting with the Planning Division staff, it is good to check in with the Fire Prevention Office to see if the project has any Fire Code requirements based on its location. Fire staff may review the following:

- Wildland Fire Prevention - Construction methods to reduce spread of fire.***
- Site Access for Firefighters (depending on property location)***
- Sprinkler modifications or possible requirement to add them (based on the size and type of addition)***

### BUILDING DIVISION PRELIMINARY REVIEW

Staff from the Building Division can also help you at the counter with the following:

- Permit Fee Estimates*** This can also be obtained on our website with our online fee estimator here: <http://maps.hayward-ca.gov/fees/>
- Property Records Information***
- Building Code questions and submittal drawing questions***

## DRAWING SUBMITTAL REQUIREMENTS

Drawings must be submitted for review and approval before a building permit can be issued. Since these plans will be reviewed for several code items and will become part of the permanent record for the property, it is important that the drawings are professionally prepared. This means that they must be accurate, they must be drawn to scale and they must use standard drafting techniques.

### *Drawing Submittal Checklist*

- DRAWING SIZE** *Drawings must be on standard architectural sheets. All drawings in the set of plans must be the same size. The most common size for a home addition drawing is 24" x 36". Other sizes such as 18" x 24" or 11" x 17" are acceptable. All text in the drawings should not be less than 10 points for legibility.*
- COVER SHEET** *Include applicable codes, scope of work, existing and new square footages, lot coverage calculation, project address.*
- SITE PLAN** *Show existing and new structures, existing trees, any trees to be removed, property lines, distances from exterior walls to property lines, drainage slopes, retaining walls, driveways and area of new construction. Show dimensions from buildings to property lines and between structures.*
- FLOOR PLANS** *Show detailed floor plans for the addition. This should include outlet locations, dimensions, windows, doors and all other architectural elements. The existing portion of the house can have less detail shown, but at a minimum, the rooms must be labeled and the smoke and carbon monoxide alarms must be shown. Show the sizes of existing and new windows.*
- SECTION** *Provide at least one section through the addition. This should show insulation locations, type of foundation, interior heights and can be used as a reference for the detail sheets.*
- ELEVATIONS** *Provide at least one elevation that shows the primary side of the addition. The elevation should describe the design and exterior materials.*
- ARCHITECTURAL DETAILS** *Include architectural details such as: flashing assemblies, window details, waterproofing assemblies, stair details, etc.*
- STRUCTURAL CALCULATIONS** *For additions or portions of additions that do not meet conventional framing standards, structural calculations prepared by an architect or engineer are required.*
- STRUCTURAL DETAILS + FRAMING PLAN** *Provide framing details for the addition. Provide foundation design, framing connections, beam attachments and braced wall/shear wall details.*
- TRUSS CALCULATIONS** *If truss calculations are ready at the time of submittal, include them with the set of plans. If they are not ready, these can be reviewed as a deferred submittal.*
- T-24 ENERGY REPORT** *For all additions that involve new conditioned space, an energy report will be required. The energy forms shall be scanned into the submittal documents.*
- CalGreen CHECKLIST** *A CalGreen Checklist (provided by the City of Hayward on our website) should be incorporated with the set. If not included at submittal, this can be added as part of the response to corrections.*
- NUMBER OF SETS FOR SUBMITTAL:** *Provide **5 complete sets** of plans and 2 sets of stamped and signed structural calculations (if required by the design). If the addition includes new plumbing fixtures, you will need to provide **6 sets** of plans.*