



New Commercial or Multi-Family Building

Development Services Department
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Multi-Family buildings have 3 or more dwelling units

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Created: 3-12-10
Revised: 1-12-22

BEFORE SUBMITTING PLANS:

Before preparing plans for a new commercial or multi-family building, it is necessary to apply for a preliminary Planning Application before the Building Permit Application process. Please start the process with the Planning Division. **This checklist is specific to the Building Permit Application stage of the process.**

DESIGNER LIMITATIONS

- A complete and accurate set of plans meeting industry standards is required to start the plan review process and ultimately obtain a building permit.
- New commercial or multifamily drawings shall be prepared by a California licensed architect and/or engineer.
- Drawings shall be stamped and signed. Digital signatures are acceptable.

LOCAL ORDINANCES RELATED TO CONSTRUCTION:

- The City of Hayward has a local energy ordinance called The Reach Code. To verify if any regulations apply to your project, see the City of Hayward website here:
<https://www.hayward-ca.gov/reach-code>

DIGITAL SUBMITTALS ONLY:

- Plans Shall be submitted as PDF files. Paper submittals are not allowed. Plans shall be submitted through the City of Hayward **E-Permit Portal**. The Plans shall be organized into a single PDF file and organized in the same fashion as a printed set.
- Sheets numbers in the PDF file shall match the sheet numbers on the plans. For example, a PDF will default to sheet 1 for the first sheet in the set. But the drawings may show A0. Please update the PDF numbers to reflect the sheet numbers.
- Supplemental Documents such as structural calculations and soils reports shall be submitted on 8.5 x 11 as separate PDF files. For example, a typical submittal for a new commercial building will have 3 PDF files: 1 PDF of structural calculations, 1 PDF of the soils report and 1 PDF of the plans.
- Plans shall be formatted horizontally on a standard architectural sheet: *24" x 36" (ARCH D), 18" x 24" (ARCH C) or 36" x 48" (ARCH E).*

PROVIDE THE FOLLOWING STANDARD DRAWINGS IN THE SET:

The drawings shall meet professional drafting standards. The items listed below are a general guideline and do not cover all possible elements that may need to be shown in the plans. During the plan review process, additional information may be required.

Cover Sheet shall include, but is not limited to the following:

- Project Data:** occupancy classification, sprinkler type, construction type, building area, applicable codes and ordinances.
- Sheet index: Indicate all sheets and numbers on the cover sheet.
- Project location
- Designer contact information

Site Plan shall include, but is not limited to the following:

- Streets, lot dimensions, setbacks, dimensions to property lines, dimensions to accessory structures, setbacks, easements (if applicable), on-site parking / driveways, trees.
- Disabled access path of travel from site arrival point, accessible parking, and main entry.

Civil Plans

- For more information regarding the civil plans, please coordinate with the Planning Division.

Plans

The Plumbing, Mechanical and Electrical Plans can be combined so long as clarity is maintained.

- Floorplans** Label rooms, show window and door sizes. Indicate egress information, occupancy classifications, and occupant loads.
- Egress Plan-** Show travel distances, exit locations, common path of egress travel
- Electrical Plans** – Show new or electrical elements and lighting. Provide a single-line diagram showing panel capacity and loads.
- Plumbing Plans** – Show drain waste and vent sizes per CPC for new or altered plumbing elements. Show fixture locations and piping.
- HVAC** – Show new or altered HVAC equipment. Show locations of rooftop units and ducts. If necessary, provide a roof plan to show compliance.

Exterior Elevations

- Provide elevations of all sides of the building. Indicate siding material, building height and other applicable elements.

Building Sections

- Show basic framing, insulation locations and foundation. Show finished ceiling heights and floor levels.

Construction details

- Provide details as necessary based on the design of the project. This may include but is not limited to the following: flashing details, waterproofing or decorative elements, structural elements, and stairs.

- Provide fire rating details for walls, floor-ceiling assemblies, or other elements as applicable.

Plumbing Fixture Calculations

- Provide a plumbing fixture count per CPC Chapter 4.

Allowable Area Calculations

- Provide calculations for height and area based on CBC Chapter 5.

Disabled access details

- The plans shall comply with CBC Ch. 11B for non-residential buildings or CBC Ch. 11A for multi-family residential. Provide details for all required accessible elements.

Structural plans / Framing Plans

- Roof framing:** indicate rafter/ beam sizes and locations, roof sheathing and nailing pattern.
- Building Framing:** Provide all applicable framing details for the structure of the building.
- Foundation Plans:** Indicate footing dimensions, rebar, hold-downs, anchor bolts, and slab details.

T-24 ENERGY REPORT

- Energy Calculations/ Report:** The Energy Report shall be scanned into one or more sheets of the set. The report shall be signed by the documentation author.

ADDITIONAL DOCUMENTS:

- STRUCTURAL CALCULATIONS**
- STATEMENT OF SPECIAL INSPECTIONS** (If applicable)
- SOILS REPORT**

DEFERRED SUBMITTALS ARE ALLOWED FOR THE FOLLOWING:

- Truss packages
- Shop fabricated elements such as stairs, awnings, and metal stairs.
- Solar PV, backup batteries and solar thermal systems
- Industrial equipment

**If you wish to defer other items not indicated here, please contact the plan reviewer for your project.*

Deferred submittals require a separate permit and additional fees.