



# New Single-Family Home

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This checklist is designed to outline the key steps and provide a list of submittal documents needed for a single-family home or duplex built on a single lot. Tract homes or multifamily buildings (3 or more dwelling units in a building) have a different set of requirements.

## CHECKLIST

### STEP 1: PRELIMINARY REVIEW (3 parts)

Before preparing plans for a single-family home or duplex, it is necessary to discuss the project with City of Hayward staff to confirm that the proposal meets basic regulations related to Planning, Fire and Building Safety regulations. All staff is available at our One Stop Permit Center on the first floor of City Hall. It is good to bring in as much information as possible to these meetings including: rough sketches of your proposed building, address or parcel number, current use of the property, etc. It is also highly beneficial if the architect or designer for the project attends these first informal meetings.

- MEET WITH A CITY OF HAYWARD PLANNER:** Planning staff will determine if the proposed project will meet Zoning Ordinance requirements for height, lot coverage and setbacks. Planning staff will also give you an early heads-up on any additional items they will need in order to process the application once it is ready for submittal.

**NOTES:** \_\_\_\_\_  
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- MEET WITH STAFF FROM THE FIRE PREVENTION OFFICE:** Fire Department staff will notify you of any initial concerns. These may include: fire sprinkler requirements and safety guidelines for homes that are adjacent to potential wildfire areas.

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- MEET WITH A BUILDING DIVISION PERMIT TECHNICIAN.** Building Division staff will go over basic requirements for the submittal process and give you a rough estimate of the fees for the project. The Permit Technician will put you in touch with a Plan Checker for specific questions related to building codes.

**NOTES:** \_\_\_\_\_  
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## STEP 2: ESTABLISH THE DESIGN TEAM

New single-family homes require a professionally prepared set of plans that fully describe all materials and methods of construction. The State of California allows drawings for single-family homes and duplexes to be prepared by building designers, but in most cases it will be necessary to utilize the services of a registered professional engineer to prepare the structural portion of the drawings.

- ARCHITECT or BUILDING DESIGNER / DRAFTSPERSON:** An architect or designer will focus on coordinating the overall project and will take the lead in preparing a complete set of plans. Architects and building designers generally take responsibility for non-structural building codes. Architects and building designers usually hire consultants to help with structural issues, energy reports, site work and landscaping. **Make sure that the design professional that you hire is experienced with the type of project that you are planning to do.**
- CIVIL ENGINEER - Structural:** Engineers are required when structural designs deviate in any way from simple wood frame construction guidelines. Hayward is located in a severe seismic zone, so it is important that buildings are carefully designed to withstand the earthquake forces that are in our region.
- CIVIL ENGINEER – Site Work and Geotechnical:** The services of an engineer are also required for site work and soils analysis. In order to design proper drainage systems and to coordinate the soil conditions with the foundation design, a set of “civil” drawings must be prepared to show this. This aspect of the project will also include a geotechnical/soils report.
- T-24 ENERGY CONSULTANT:** California has very restrictive energy codes and compliance with these regulations must be documented in a comprehensive energy report (often referred to as a Title 24 report).
- LANDSCAPE ARCHITECT:** Depending on the criteria from the Planning Division, a landscape architect may be required for the project.

## STEP 3: DETERMINE THE TOTAL FEES FOR THE PROJECT

In addition to the basic plan review and inspection fees for a project, it is important to understand the full range of costs early in the process. Fee estimates are available through our online fee estimator or can be provided by a Permit Technician. The fees and taxes beyond the basic permit costs include:

- SCHOOL DISTRICT FEES:** These one-time fees are assessed on a square foot basis and are used to support the school system as homes are built for new families.
- BUILDING CONSTRUCTION AND IMPROVEMENT TAX:** These one-time taxes are used to offset the costs of road upkeep and are applied to new construction. Many cities refer to these as “impact fees”.
- PARK DEDICATION:** These are one-time fees that are applied to support the park system in Hayward.
- UTILITY CONNECTION FEES:** These one-time fees cover the costs of service connections to the water and sewer system.

## STEP 4: PREPARE THE DRAWINGS

A complete and accurate set of plans is required in order to obtain a building permit. Projects with high quality plans are more likely to be approved quickly. Projects with poorly prepared plans will result in multiple correction lists and this will delay the start of construction.

- 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. This means a cover sheet with project data, a sheet index, a site plan, sections, elevations, details, T-24 Energy report, geotechnical report and structural calculations. **The plans must fully and accurately describe the scope of work.** If key information is missing, **it will delay the project.**
- DEFERRED SUBMITTALS ARE LIMITED TO THE FOLLOWING:** Truss packages, solar PV or solar thermal systems (must be submitted separately), Fire sprinkler drawings (must be submitted separately to the Fire Prevention Office).
- CAREFULLY REVIEW THE APPLICABLE CODES FOR THE PROJECT:** The City of Hayward, like all jurisdictions in California, must review plans for minimum code compliance. The more carefully the design team can check the codes before submittal, the better the chance is that the project will be approved smoothly.

## STEP 5: SUBMIT THE PLANS FOR REVIEW

Once the drawings are complete, the plans must be submitted to the Permit Center for review. Most projects will have 2 or 3 review cycles, depending on the quality of the plans. Upon review of the plans, the City will return correction lists with comments from all departments. The applicant must re-submit the drawing package until all reviewers have approved the plans. For information on submittal timelines, number of required sets and local ordinances, please see the “**Current Codes & General Information**” handout.

- 7 COMPLETE SETS OF PLANS** (24” x 36” minimum size) must be submitted for review. The drawing package shall contain the following:
  - Cover Sheet with project data and sheet index**
  - Site plan showing all existing and proposed structures.**
  - Civil plans showing drainage and site improvements**
  - Floor plans at ¼”=1’**
  - Elevations and Building Sections**
  - Construction details**
  - Landscape drawings**
  - Completed CalGreen Checklist scanned into the set of plans** (See website or staff can provide hard-copy or a PDF of CalGreen Checklist).
  
- SUPPLEMENTARY DOCUMENTS**
  - 3 COPIES OF STRUCTURAL CALCULATIONS on 8.5” x 11”**
  - 2 COPIES OF THE GEOTECHNICAL / SOILS REPORT on 8.5” x 11”**
  - DEBRIS RECYCLING STATEMENT** (Can be completed in the Permit Center During Submittal)

**STANDARD REVIEW TIMELINE:** Depending on the scope of work, plan review will be completed in 15 to 25 business days for the first submittal and 10 business days for each resubmittal thereafter. See the “**Current Codes & General Information**” handout for more details.