



Home Addition Checklist

Development Services Department (Includes ADU additions)
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Prior to submitting plans, please verify Planning Division requirements. This may include setbacks, height limitations and design guidelines.

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.
- Drawings must be prepared by qualified designers. Unlicensed designers shall have a civil or structural engineer prepare the structural drawings if non-conventional framing is used.
- If the drawings are prepared by a registered design professional, they shall be stamped and signed. Digital signatures are acceptable.

LOCAL REQUIREMENTS

- If the addition is an attached ADU, see additional information in the City of Hayward ADU checklist found here: <https://www.hayward-ca.gov/content/accessory-dwelling-unit-information-and-permit-process>

DIGITAL SUBMITTALS ONLY:

- Plans Shall be submitted as PDF files. Paper submittals are not allowed. The 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 an addition will have 2 PDF files: 1 PDF of structural calculations 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 for code compliance for every project. 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. List number of bedrooms and bathrooms.
- 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

Plans

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

- Floorplans at ¼"=1'** - Label rooms, show window and door sizes, indicate smoke and carbon monoxide alarm locations. Show stair and landing information.
- Roof Plan** – show ridges, valleys, and solar panel locations. Show vents and skylights, if applicable. Indicate roofing materials.
- Electrical Plans** - Show outlets, switches, and lighting. Provide a single-line diagram showing panel capacity and loads.
- Plumbing Plans** – Show drain waste and vent sizes per CPC. (Gas is not allowed in Hayward). Show water heater location and piping.
- HVAC** – Show heat pump location(s) and ducts.

Exterior Elevations

- Show north, south, east, and west elevations.
- Indicate building height and number of stories.
- Indicate finished grade.
- Indicate egress windows, doors, siding material, vent locations.

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 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 or raised floor details. Show vapor retarder for slab on grade projects.

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:** If conventional framing per the CRC is not used, calculations prepared by a CA architect or engineer are required.

DEFERRED SUBMITTALS ARE ALLOWED FOR THE FOLLOWING:

- Truss packages

Deferred submittals require a separate permit and additional fees.