



HOMEOWNER IMPROVEMENTS INFO SHEET

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CITY OF SAN LEANDRO
Community Development Department

HOURS: MON / TUE / THUR 8 AM-4 PM, WED 8 AM-3 PM, FRI BY APPOINTMENT

835 East 14th Street
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General Information

Before preparing or submitting plans for an addition, accessory structure (garage, shed, accessory dwelling unit, etc.), fence, or exterior or interior remodel, check with the Planning and Building Divisions to find out the process and permits that may apply.

| 7 THINGS HOMEOWNERS SHOULD KNOW ABOUT MAKING IMPROVEMENTS TO THEIR PROPERTY | |
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| <input type="checkbox"/> | <p>1. Obtain Planning and Building Permit Records.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Search for recent Planning and Building Permit approvals: https://aca.accela.com/sanleandro/ <input type="checkbox"/> Search for older Planning and Building Permit approvals at the Permit Center Microfilm station. <input type="checkbox"/> The Building Division (510-577-3405) may be able to supply copies of construction plans for past work that has been done on your property (where a building permit was required). <input type="checkbox"/> Get a copy of the Assessor's Parcel Map online by searching your address: www.sanleandro.org/zoning |
| <input type="checkbox"/> | <p>2. Understand City regulations, processes, permits, and fees that may apply.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Search by address and click on the "Zoning Links" for Land Uses and Development and Parking requirements: www.sanleandro.org/zoning <input type="checkbox"/> If in a Residential District, check the Development Requirements (Setbacks, Coverage, Height, etc.) <input type="checkbox"/> For additions, check if your project may require Site Plan Review. <input type="checkbox"/> Contact a Planner at planner@sanleandro.org or call (510) 577-3325 and leave a detailed message. |
| <input type="checkbox"/> | <p>3. Be a good neighbor. Before submitting plans to the City, we strongly encourage that you share them with your neighbors so that they are aware of your proposed improvements and can share with you any questions or concerns that they may have. This is particularly encouraged if you are proposing a second story addition or a structure that will be located close to property lines.</p> |
| <input type="checkbox"/> | <p>4. Plan ahead and allow sufficient time.</p> <ul style="list-style-type: none"> a. City Review: Typically a minimum of 1 to 4 months for Planning approval + 6 to 8 weeks for Building Permit processing, depending on the size and completeness of the application. b. Construction: Allow sufficient time for construction to occur as it is almost inevitable that unexpected items or changes will occur during the construction process. Make sure that the changes are coordinated with the Building Division. |
| <input type="checkbox"/> | <p>5. Hire an architect, engineer, or contractor. The City cannot give recommendations on design professionals or contractors. It is beneficial if the firm has done previous work in the City and is familiar with the City's requirements and procedures. Always try to get 2-3 bids. Ask for references, verification of a business license, and for contractors, evidence of workmen's compensation and liability insurance before entering into a contract.</p> |
| <input type="checkbox"/> | <p>6. Maintain consistent architectural style. If you are building an addition to your house, it shall be consistent and complementary with the original design of the structure. Break up large blank wall surfaces with windows, wall, roof offsets, or other design features. Consider stepping back a large second story addition from the front and sides of the house to reduce the perceived mass. Check items such as:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Roof Pitch and Material <input type="checkbox"/> Siding Color Material <input type="checkbox"/> Window Placement and Design <input type="checkbox"/> Architectural Elements |
| <input type="checkbox"/> | <p>7. Before you make your final payment to your contractor. Ask your contractor to give you the Certificate of Occupancy or proof that the permit has been finalized, which is issued by the Building Division. This certificate will certify that the work has satisfactorily passed all City inspections.</p> |