



City of San Leandro
Division of Building & Safety Services
835 East 14th Street San Leandro, CA 94577
Main Line:(510) 577-3405 Kiosk: (510) 577-3423
Fax: (510) 577-3418

PLAN SUBMITTAL GUIDELINES

Residential ADU Projects

Following is a comprehensive list of plans and documents required for building permit review. Applicants are required to submit plans and applications directly to the Building and Safety Division. For specific requirements for a particular project, please consult with the Building and Safety Division. All plan review fees are due at the time of the initial plan review submittal. All Development Fees, Permit Fees, Fire Fees and School Impact Fees must be paid at or prior to permit issuance.

Depending on the type and scope of the project, review and approval by the Planning Division may be required prior to submittal for building permits. Contact a planner in the Planning Division for more information at 510-577-3325, planner@sanleandro.org or <https://www.sanleandro.org/DocumentCenter/View/1403/Accessory-Dwelling-Unit-ADU-PDF>

Submittal Requirements:

- TWO** sets of plans and USB with all submittal documents - *Two sets of plans must be stamped and wet signed by all design professional.*
- Two** sets of the following documents: (If Required)
 - Structural Calculations – *both stamped and wet signed*
 - Energy Calculations (Title 24) - *both wet signed*
 - Truss Calculations Floor/Roof - *both stamped and wet signed*
 - Soils Report - *both stamped and wet signed*
 - Specifications, if any submitted
- Deferred Submittals:** Note on Cover Sheet all deferred submittals (deferred items are not to be installed until approved by all City Departments and Divisions as required). MEP's are not allowed to be deferred.

Deferred items allowed:

- Automatic Fire Sprinklers – *New construction and additions when the existing*
- *Roof Truss Design and Calculations – Approval by the engineer of record stamped on the plans or letter.*
- *Photovoltaic system.*

**Plan size minimum of 18" x 24", drawn to scale is required for all submittals.
Attached AUD's require a Licensed Professional Stamp (Architect or Engineer)
for fire separation details.**

Below are common items needed for plan check submittal:

- A. **Cover Sheet:** Provide scope of work, project address, location map, flood zone, type of construction, square footage, occupancy classification(s), area calculations, applicable codes.
- B. **Architectural Plans:** Site/Plot plan, existing construction, demolition plan, new construction, floor plans, exiting plans, door schedules, equipment schedules, accessibility upgrades, details & sections, elevations and finishes, and roof plan.
- C. **Foundation Plan:** Foundations shall match the existing construction for additions.
- D. **Structural Plans:** Show floor framing plan, roof framing plan, and structural details.

- E. **Mechanical Plans:** Complete mechanical plans and/or specifications sufficient to identify the size and location of all heating, ventilating and air-conditioning equipment; equipment schedule with BTU ratings; etc.
- F. **Electrical Plans:** Complete electrical plans which identify the location and capacity of the main service panel and all sub-panels, and show the location of all new and/or altered receptacles, switches, lighting fixtures, etc.
- G. **Plumbing Plans:** Complete plumbing plans sufficient to show the size and location of all new and/or altered plumbing fixtures, appliances, piping, tubing, venting, grease & sand traps, etc.; indicate whether appliances are gas-operated, electric, or otherwise; etc.
- H. **Title 24 Energy Calculations:** Provide complete, signed, and current Title 24 Energy Compliance Forms in 8 ½ x 11 format and on plans.
- I. **California Green Building Code with Check List on plans:** Denote where on the plans all mandatory all mandatory requirements are met. Please visit our website at www.sanleandro.org/cd/bldg under Forms, Fees, & Facts for a copy of the residential mandatory checklist.
- J. **Waste Management Plan:** All residential projects must comply with Construction Waste Management: Recycle and/or salvage for reuse a minimum of 65 percent of nonhazardous construction and demolition waste in accordance with Residential Sections 4.408.1, 4.408.2, 4.408.3, 4.408.4, 4.408.4.1, and 4.408.5. Projects with a construction valuation over \$100,000 must use Green Halo to track all waste receipts. <https://www.greenhalosystems.com/>
- K. **Floodplain compliance verification** – Structures located in the 100-year floodplain must conform to all mitigation requirements contained in the City’s Floodplain Management Ordinance; Title V11, Chapter 9, S.L.M.C., whenever “substantial improvement” is undertaken. (“Substantial improvement” is any repair, reconstruction or improvement, the cost of which equals or exceeds 50% of the market value of the structure.)
- L. **Geotechnical / Soils Report** – Required for all newly constructed detached ADU's.

[NOTE: This list may not reflect all design document submittals which are needed for a specific project review. Permit applicants should contact appropriate City departments to determine if additional documentation is required.]