Submittal Requirements

Prepare the submittal documents listed below and apply either online in our Online Permit Portal or in person at the Permit Center in City Hall. If you are applying in person, please bring (2) printed full-scale copies of your submittals.

☐ Application or Apply online: Complete a San Leandro Building Permit Application only if you are applying in person. Otherwise, visit www.SanLeandro.org/PermitPortal to apply online.

☐ Drawings containing the following information:
  • Project Information:
    o Property address and Owner contact information.
    o Scope of Work
    o Legend
  • Existing House Floor Plan: label all rooms within house. This does not have to be drawn to scale and is required for reference purposes only.
  • Proposed Kitchen Floor Plan: Show cabinetry, countertops, appliances, plumbing and gas fixtures, windows, doors, etc. Indicate what is new and what is existing to remain.
  • Electrical Plan: (may be combined with Proposed Floor Plan) show locations of all proposed outlets, switches, and light fixtures.
  • Construction Details for any new or reframed interior / exterior walls or openings, headers, etc.

General Requirements


Electrical:

• GFCI protection shall be provided for all countertop receptacles, receptacles within 6 feet of a sink and for receptacles supplying dishwashers. CEC 210.80
• A minimum of two 20-amp small appliance branch circuits are required to serve countertop and wall receptacles in the kitchen, pantry and dining room. CEC 210.11A
• Individual (dedicated) circuits are required for garbage disposals, microwaves, compactors and dishwashers. CEC 210.19A1b
• AFCI protection is required for all 120v 15 & 20 amp kitchen circuits. CEC 210.12A
• Receptacles shall be installed so that no point along the wall line is more than 24 inches horizontally from an outlet in the space CEC 210.52c
• Receptacles shall be provided at all countertop areas with a minimum dimension of 12 inches. CEC 210.52c
• Islands and peninsulas shall have at least one receptacle mounted no more than 12 inches below the countertop and where the countertop does not extend more than 6 inches beyond its base. CEC 210.52A1&2
• All installed lighting shall be high efficacy and controlled by either a dimmer switch or vacancy sensor switch. All light fixtures shall contain bulbs that are labeled as JA8-2022. Screw base bulbs are not permitted in recessed lighting. CEnC 150.0(k)
• Recessed light fixtures in insulated ceilings shall be approved, listed, zero-clearance Insulation Cover (IC) type, Certified Air-Tight (AT) and sealed with a gasket or caulked between housing and ceiling CEnC 150.1(k)1C
Plumbing:
- Dishwashers shall be connected with an approved drainage air gap device located above the flood level rim of the sink CPC 807.3
- Kitchen faucets shall not exceed 1.80 gallons per minute at 60 psi CalGreen 301.1.1
- Provide 2 inch drain line
- New gas appliances in the kitchen should be specified. Provide a single line diagram of gas piping, show pipe sizes, lengths and BTU demand ratings for all gas appliances in the house.
- An accessible valve member, or a listed gas convenience outlet installed within six (6) feet of the appliance it serves. Where a connector is used, the valve shall be installed upstream of the connector. A union or flanged connection shall be provided downstream from this valve to permit removal of controls. CPC 807

Mechanical:
- A ducted residential exhaust hood is required. A metal, smooth interior surface duct required on vent hood or downdraft exhaust vent. Aluminum flex duct is not approved. CMC 504.3
- The exhaust hood shall have a minimum exhaust rate of 100 cfm CEnC 150(o, Exc. 5 to 152 (a) & ASHRAE std. 62.2 and terminate on the building exterior at least 3 feet from other openings into the building CMC 502.2.1
- Kitchen range hoods require minimum ventilation per ASHRAE 62.2, Section 5, CEnC Section 150.0(o)2B and maximum sound rating per 2022 ASHRAE 62.2, Section 7.2, CEnC Section 150.0(o)1G
  - This corresponds to 100 CFM ventilation for most kitchens and a sound rating of three sones or less
  - Installed range hoods are listed in the HVI Certified Home Ventilating Products Directory and have been HVI-certified as meeting ASHRAE 62.2 ventilation and sound requirements.
  - For further information visit https://www.energy.ca.gov/programs-and-topics/programs/appliance-efficiency-program-outreach-and-education

Smoke & Carbon Monoxide Alarms: CRC R314 & CRC R315.1
Provide an approved SMOKE ALARM in the following locations:
- In each sleeping room.
- Outside of each separate sleeping area in the immediate vicinity of the bedrooms.
- On each additional story of the dwelling, including basements and habitable attics, but not including crawlspaces and uninhabitable attics.
- Provide a note “SMOKE ALARM shall be interconnected hard-wired with battery backup.”
- Battery smoke alarm permitted in existing buildings where no construction is taking place.

For buildings with fuel-burning appliances and/or attached garages, provide an approved CARBON MONOXIDE ALARM in the following locations:
- Outside of each separated sleeping area in the immediate vicinity of the bedrooms.
- On every level of a dwelling unit including basements.
- Provide a note: “CARBON MONOXIDE ALARM shall be interconnected hard-wire with battery backup.”
- Battery carbon monoxide alarm is permitted in existing dwelling units where no constriction is taking place.

To Apply
When you are ready with your submittals, apply either online at www.SanLeandro.org/PermitPortal or in person at the Permit Center in City Hall. Visit www.SLPPermits.As.Me to find an available appointment Mon / Tue / Thu - 8am to 4pm and Wed - 8am to 3pm.