



OVER-THE-COUNTER REVIEW FOR SINGLE FAMILY RESIDENTIAL ADDITIONS AND/OR ALTERATIONS

PURPOSE: Over the Counter document submittal list and procedural outline for residential additions and/or alterations which meet the following Criteria:

- Single story additions to existing dwellings, not exceeding <750 square feet.
- Interior residential alterations/remodels, not exceeding a project valuation of \$75,000
- Accessory buildings and structures complying with zoning requirements.

Please Note: If your addition or alteration includes the construction or conversion of an Accessory Dwelling Unit, please see the City's handout on Over-the-Counter Review for Accessory Dwelling Units for additional requirements in addition to those on this form.

- Minor fire damage and other similar repairs. Please check with plan check for extent of repairs.

GENERAL INFORMATION: Building permits are required whenever there are any alterations, replacements, or additions involving changes to the electrical, mechanical, plumbing, and/or framing system of the structure. For residential over the counter plan review, please call the Community Development Department Staff at (510) 494-4461 to schedule an appointment. The designer of record or party authorized by designer to alter drawings and property owner or property owner's authorized agent should be present during the scheduled plan review appointment.

Please Note: If plan check staff determines that the submittal cannot be approved as-is, verbal plan check comments will be provided and a new plan review appointment will need to be scheduled.

1. Required Documents for Planning Review

- A completed [Ministerial Design Review Application](#), showing compliance with applicable design guidelines.

Please Note: If the structure is 50 years old or older, an [Evaluation of Potential Historic Significance](#) must be completed prior to the over the counter plan review.

2. Required Documents for Building Review

- A. Three (3) sets of building plans (18" x 24" minimum size) which include the following sheets:

- Title Block (All Sheets):
 - Design Professional to sign all documents
 - Name, title, address, and contact phone number of design professional
 - Address of property and name, address, contact phone number of property owner
 - Scale for all drawings

- Cover Sheet:
 - Occupancy and Type of Construction
 - Fire Sprinklers
 - Gross Area by Floor(s) and Building Height
 - Lot Coverage Calculation
 - Floor Area Ratio
 - Index of Drawings
 - Special Hazard Zones: Wildland-Urban Interface Area (WUIA); Flood Zone; Liquefaction
 - List of Deferred Submittals

- Plot Plan/Site Plan:
 - Lot dimensions
 - Building footprint with all projections and dimensions to property lines
 - North Arrow
 - Easement(s)
 - Existing and proposed grading plan, topographic plan drawn to 1'-0" contours
 - Location of existing and proposed retaining walls
 - Area diagram
 - Locations of new rainwater downspouts and receiving landscaping

- Architectural Plan:
 - Architectural floor plan(s) including adjoining rooms with complete dimensions
 - Architectural roof plan
 - Exterior elevations

- Structural Plan:
 - Foundation Plan
 - Floor Framing Plan
 - Roof Ceiling Plan
 - Truss Configuration
 - Cross Sections
 - Structural Framing Details & Notes
 - Required Special Inspections
 - Fireplace – masonry or prefabricated fireplace
 - Footing, piers, and grade beams
 - Post and girder connections

- Roof: eaves, overhangs, rakes, and gables framing
- Floor changes/framing (i.e. wood to concrete)
- Handrail(s) and guard(s) with support
- Structural wall sections with details at foundation, floor and roof levels
- Stairway rise and run, framing, attachment, and dimensions of members
- WUIA construction details (if applicable)

- Mechanical, Plumbing and Electrical Plans
 - Location of HVAC equipment and plumbing fixtures
 - Under floor duct location and layout
 - Outlets, fixtures, switches, smoke alarms, carbon monoxide alarms, main service panel and sub-panels with size and location
 - Single line diagram for service panels equal to or larger than 400 amps

- [Clean Bay Blueprint](#)

B. Two (2) sets:

- Structural Calculations (if applicable)
- Structural Material Specifications (if applicable)
- Soils Reports (if applicable)
- Energy Calculations & Forms (Title 24 Part 6)
 - Form CF-1R with all required signatures
 - Backup forms including heat loss calculations for new equipment
 - Print CF-1R on drawings
 - List relevant mandatory features and print complete MF-1R on drawings
- CalGreen Residential Mandatory Measures Checklist
- Prefabricated Trusses (may be deferred)
 - Roof framing plan with truss identification number and manufacturer's Name
 - Detail of all truss splices, connections, and plate size
 - Show all trusses including gable bracing and bridge
 - Calculations need to be stamped/reviewed by individual responsible for design of structure
 - Provide single line truss diagram with all vertical and lateral loads including bearing points shown

C. City of Fremont Documents

- Building Permit Application and Trade-Fixture Worksheet
- Owner/Builder Form (if applicable)
- ESD Acknowledgement Form
- Special Inspection & Testing Agreement (if applicable)

D. One (1) digital copy of all plans, calculations, and specifications (PDF format)

3. Separate permit submittals are required for the following types of work:

- A. Automatic Fire Sprinklers (AFES) and Fire Alarm Systems
- B. Accessory Structures

C. Pools and Spas

D. Structure Demolition

4. Fire Code Review

Previous additions made to the structure (including garage) may trigger the requirement for Automatic Fire Sprinklers if (a) there have been previous additions made to the structure from 1999 to present, and/or (b) the cumulative square footage added since 1999 (including garage area) is equal to or greater than 50% of the original square footage of the structure.

Please Note: Permits for additions that trigger the AFES requirement will not be issued until a separate AFES permit has been issued. Contact the appointment line at (510) 494-4461 to schedule an over the counter AFES review.

This is not a complete list of all required submittals; additional information may be required after initial plan review. Staff reserves the right to direct an application to submit for a standard residential plan check if it is determined the review cannot be completed during the appointment due to the complexity of the proposed project.