



SUBMITTAL AND CODE REQUIREMENTS FOR:

## RESIDENTIAL – NEW AND/OR ADDITION

In order to process your request for a building permit, please see the applicable items listed below. Missing information may deem your application incomplete for review. Please contact the Building & Safety Staff if you have additional questions.

### **THINGS YOU NEED TO KNOW:**

- Does your home currently have a fire suppression system? If not, one may be required depending on the size of the addition. Fire sprinklers required when the adding over 50% of existing building area, including garage area and/or when the combined existing and new construction exceed 5,000 sq. ft. of area. All additions permitted since July 1, 1999 is to be considered as new area for fire sprinkler purposes (*City of Fremont Ordinance #11, 2019, §15.35.140*).
- Limits on repair/remodel for R-3 and U occupancies. When the scope of work for R-3, single family dwelling and U, garage or storage, occupancies involves the removal or replacement of 50 percent or greater of the linear length of the walls of the building (exterior plus interior) and 50 percent of the roof within a one-year period, the project shall be considered as new construction; and the entire building shall comply with all current codes including local ordinances (*City of Fremont Ordinance #10-2019, § 15.47.040*).
- School Impact Fees – For all new dwelling units and additions 500 square feet and over, the applicant shall pay a School Impact Fee. This fee is paid directly to the Fremont Unified School District. A receipt of payment shall be presented to the Plans & Permits Division before the Building Permit can be issued.
- Does the project require Design Review from the Planning Division? Is the property part of a Planned District and/or Specific Plan?
- Is the building historic, or over 50 years old? If so, please submit a *Historical Evaluation Request Form at least 10 business days prior to submitting your building permit application.*
- Is the property in a flood zone? Is the property in the Wild Land-Urban Interface Area (WUIA)?
- Does the parcel have underlying lot lines or easements? *Information should be available on the Title Report of the Property.*
- Are you proposing any work on the sidewalk? A separate encroachment permit is required for project that involves alternation & construction of public walkways, including sidewalks & easements. Owner shall apply encroachment permit from City Engineering Department at (510) 494-4700 prior to issuance of building permit.
- SB407 Shall Apply – Please refer to “Water Conserving Plumbing Fixtures” Handout.
- Smoke and Carbon Monoxide Detectors shall be installed, based on the 2019 CA Residential Code.

### **FOR SINGLE STORY ADDITION UNDER 750 SQUARE FEET:**

#### **FORMS REQUIRED FOR SUBMITTAL:**

- Completed Permit Application Form
- Owner-Builder Acknowledgement Form, *if applicable*
- Construction Debris Hauler Acknowledgement Form
- Waste Handling Plan
- Statement of Stormwater Pollution Prevention Form

- Approval Letter from the HOA in your Community, *if applicable*

**TWO (2) SETS OF THE FOLLOWING REPORTS:**

- Structural Calculations
- Title 24 - Energy Calculations & Forms (Title 24 Part 6)

**NUMBER OF PLAN SETS:** 24"x 36" Minimum Size (**Note:** Text characters shall be at least 1/8" in height and a scale for all drawings).

- Five (5) sets of Complete Plans
- Or** Two (2) sets of Complete Plans and a PDF Copy on a Disk

**FOR SINGLE STORY ADDITION OVER 750 SQUARE FEET, TWO-STORY ADDITIONS, NEW SFD:**

**FORMS REQUIRED FOR SUBMITTAL:**

- Building Permit Application Form
- Owner/Builder Form (if applicable)
- Planning Application Form (if applicable)
- Request for Concurrent Planning Review (if applicable)
- Construction Waste Handling Plan and Waste Hauler Acknowledgement Form
- Statement of Stormwater Pollution Prevention
- Approval Letter from the HOA in your Community (if applicable)

**TWO (2) SETS OF THE FOLLOWING REPORTS:**

- Structural Calculations
- Title 24 - Energy Calculations & Forms (Title 24 Part 6)
- Soils Report & Geotechnical Study, if applicable
- Cal Green Residential Mandatory Checklist

**NUMBER OF PLAN SETS:** 24"x 36" Minimum Size (Note: Text characters shall be at least 1/8" in height and a scale for all drawings).

- Nine (9) sets of Complete Plans
- Or** Two (2) sets of Complete Plans and a PDF Copy on a Disk

**PLAN SUBMITTAL REQUIREMENTS:**

Complete sets of building plans/reports and documents are required for the plan check of the proposed construction. Plan size shall be 24" x 36," all dimensions and scales shall be clearly indicated on the plans. No marked, altered, or paste-on plans will be accepted. You may be required by the Building Official to obtain a registered architect or professional engineer to prepare your building plans. The City of Fremont requires:

**APPLICABLE BUILDING CODES:**

All work shall comply with the following:

- |  |  |
|--|--|
| 2019 California Fire Code (CFC)                              | 2019 California Building Code (CBC)    |
| 2019 California Existing Building Code (CEBC)                | 2019 California Electrical Code (CEC)  |
| 2019 California Mechanical Code (CMC)                        | 2019 California Plumbing Code (CPC)    |
| 2019 California Green Building Code (CGBC)                   | 2019 California Residential Code (CRC) |
| 2019 California Building Energy Efficiency Standards (CBEES) |  |

The following information, if applicable, shall be included on, or with, all plan submittals for new single family residences and/or additions. *The following information are minimum requirements, the Building Official reserves the right to request further information or clarification. Complete building plans constitute the following:*

- General Information Required -**
  - Name, title, address, and contact phone number of design professional, signature on all plans
  - Address of property and name, address, contact phone number and e-mail of property owner
  - Scale for all drawings
  
- Cover Page -**
  - Applicable codes and editions
  - Index of drawings
  - Description and scope of work
  - Occupancy and type of construction
  - Fire sprinklers
  - Gross area by floor(s) and building height
  - Special Hazard Zones: Wild land-Urban Interface Area (WUIA), Flood Zone, Liquefaction
  
- Plot Plan and 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
  
- Architectural and Structural Plans -**
  - Structural roof, floor framing and foundation plans
  - Architectural floor plan(s) including adjoining rooms with complete dimensions
  - Exterior elevations
  - Truss configuration and locations
  - Typical cross section in each direction
  
- Structural and Architectural Details -**
  - 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, Structural material specifications
  - Special Inspection requirements
  - Stairway rise and run framing, attachment, and dimensions of members
  - WUIA construction details (if applicable)
  
- HVAC, Plumbing, Electrical & CalGreen Plan -**
  - Location of HVAC equipment and plumbing fixtures
  - Under floor duct location and layout, if applicable

- Outlets, fixtures, switches, smoke alarms, carbon monoxide alarms, main panels and sub-panels with size and location, Provide single line diagram for service panels equal to or larger than 400 amps

**Title 24 – Energy Report -**

- Form CF-1R with all required signatures and Print CF-1R on drawings
- Backup forms including heat loss calculations for new equipment
- List relevant mandatory features and print Complete MF-1R on drawings

**Prefabricated Trusses (may be deferred) -** Submit the following:

- Roof framing plan with truss identification number and manufacturer’s Name
- Detail of all truss splices, connections, and plate sizes
- 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 with reference of framing plan

**REVIEW TIMES:**

<b>REVIEW TIMES</b> (in Business Days)	<b>Cycle 1</b>	<b>Cycle 2</b>	<b>Cycle 3 and Subsequent</b>
Single Story Add > 750sqft	20	15	15
Single Story Add < 750sqft	15	10	10
2 <sup>nd</sup> Story Addition	20	15	15
New SFD	25	15	15

**FEES:** Additional fees may be added, refer to the Master Fee Schedule.

At initial submittal, the following fees shall be paid:

- Plan Check Fee – Based on Valuation
- Building Permit Application Fee
- CPF Plan Check Fee – 15% of Plan Check Fee
- Planning Application Fee, *if applicable*

At the time of issuance of the Building Permit, the remaining fees shall be paid to the City:

- Building Permit Fee – *based on valuation*
- Construction Tax
- Mechanical, Electrical, and Plumbing (MEP), if applicable – Shall be itemized by Contractor
- Green Fee, *if applicable*
- SMIP Fee
- Building Standards Fee
- CPF Fee – 15% of all Permit Fees
- Documentation Imaging Fee
- Impact Fees, *if applicable*
- Additional fees may apply; *see the currently adopted Fee Schedule for further information.*

**INSPECTIONS:**

- Foundation
- Underfloor
- Exterior and Roof Shear
- Sprinkler Inspection, if required (separate plans and permit required for the installation and alteration of existing fire sprinklers)
- Rough Frame, Mechanical, Plumbing, and Electrical
- Insulation
- Sheetrock
- Exterior Lath
- The final inspection should be scheduled after all the work is completed. A “Smoke and Carbon Monoxide Affidavit Form” and the “Water-Conserving Plumbing Fixtures Certificate of Compliance by Property Owner” required to be completed by the property owner and given to the inspector at final.

**SEPARATE PLANS & PERMITS REQUIRED FOR THE FOLLOWING TYPES OF WORK:**

- Automatic fire sprinklers and fire alarm systems
- Accessory structures proposed on the plot plan
- Pools and spas
- Structure Demolition
- Grading Permit
- Encroachment of public right of way

**GENERAL CONTACT INFORMATION:**

**DEVELOPMENT SERVICES CENTER - 39550 Liberty Street, Fremont, CA 94538 - (510) 494-4443**

Building and Safety	(510) 494-4400	Plans & Permits Division	(510) 494-4460
Community Preservation	(510) 494-4430	Planning Division	(510) 494-4440
Inspection Scheduling	(510) 494-4885	Zoning Information Line	(510) 494-4455