Community Development Department
Building Division
10890 San Pablo Avenue El Cerrito, CA 94530
(510) 215-4360; Fax: (510) 233-5401

PLAN CHECK SUBMITTAL

New Buildings, Additions, Remodels, Alterations, Repairs

INITIAL SUBMITTAL:

____ **Three (3) sets of plans. Plans should be drawn to scale and should include:**

a. Site address of project; name, address and phone no. of the owner, designer and contractor.
b. Site plan showing location of proposed and existing buildings, property lines, easements.
c. Existing building, additional square footage (if any), and lot coverage calculations.
d. Floor plans existing and proposed with layout of all walls, doors and windows (with dimensions).
e. Location of all electrical, plumbing, and mechanical fixtures, outlets and equipment
f. Elevations, sections and details – as needed.
g. Foundation, floor, ceiling and roof design.
h. Drainage and landscape details.
i. Plans must be designed by an Architect licensed in the State of California for all Commercial Projects. Any plans that have been drawn by a licensed Architect or licensed Engineer must be **original signed wet-stamped** copies.
j. Know the valuation of the job (materials and labor – Market Rate).

____ **Two (2) copies of the Current Title 24 Energy Compliance** forms in 8 ½ x 11 format & on the plans.

____ **Two (2) copies of any Engineering Calculations and Details (wet-stamped by engineer of record).**

____ **One (1) set of plans must be stamped by Stege Sanitary District,** 7500 Schmidt Lane, El Cerrito, CA 94530; (510) 524-4668.

____ **One (1) set of plans must be stamped by the West Contra Costa Unified School District,** 1400 Marina Way South, Richmond, CA 94804; (510) 307-4542, if there is any square footage added. Plans will not be accepted without this stamp and certificate. Scheduled appointments Monday-Friday 9:00am to 1:00pm and 2:00pm to 4:00pm***. Note: Delveloper Appointments mandatory***

____ **Letter from East Bay Municipal Utility District (EBMUD),** 375 – 11th St., Oakland, CA 94607; (510) 287-1008, verifying water hook up**. (NEW DWELLINGS/COMMERCIAL SITES ONLY)**.

FOR PROPERTIES LOCATED IN A SLIDE ZONE OR SEISMIC ZONE AND ALL NEW CONSTRUCTION:

____ **$1588.00 Soils Review Fee Required**

a. **Three (3) copies of the Soils Report** (if located in Landslide Risk Area)
b. **Three (3) copies of the Geologic Report** (if located in an Earthquake Fault Zone)

___ **Letter from Soils/Geological Engineer stating** 1) they have reviewed the design of the **Foundation**, **Drainage and Grading**; **AND** 2) they have been retained to observe the geotechnical aspects of the project.

FEES REQUIRED:

____ **Plan Check Fee** – An initial plan check fee is collected when all of the above marked items have been completed and the project is submitted for review, the plan check fee will be 50% of the Building Permit Fee.

ALL OTHER FEES (BUILDING INSPECTION, ENERGY, ENGINEERING, PLANNING, PUBLIC WORKS, PLUMBING / ELECTRICAL AND MECHANICAL, ETC., IF APPLICABLE, WILL BE DUE AND PAYABLE AT THE TIME THE BUILDING PERMIT IS ISSUED. A complete listing of all permits and fees required for development projects within the City of El Cerrito is available at the Environmental and Development Services Department Building Division located on first floor at City Hall

____ **West County Subregional Transportation Mitigation Program (STMP)** – Collected on behalf of Contra Costa County:

$2,595.00	**new** Single Family Dwelling
$1,648/each unit	**new** Multi-Family Dwelling
$3.51/sq.ft.	**new** Commercial office space
$1.82/sq.ft. construction	Retail (gross floor area)

For other uses, please call for costs 510-215-3035

REQUIREMENTS FOR SUBMITTING RESIDENTIAL/COMMERCIAL DRAWINGS

ZONING – Please discuss all site requirements with the Planning Division prior to submission of drawings. Planning Division phone no.: (510) 215-4330.

Site Requirements – The Following items are to be incorporated onto site/plot plan

1. Lot Coverage for Residential Districts:
   a. RS 5, RS 7.5, RS 10, RS 20, RD, RM
2. Setbacks: (Measured from property lines – sidewalks and curbs do **not** form property lines - check with the Planning Division to find out public right-of-way dimensions for your property)
3. Height: (Total height of building from grade to highest projection)
4. **Located any Creek within 30' of property line**

For construction beyond a single story, Planning Division Design Review is required.

ENGINEERING

Plat Survey Requirements

1. Drawn by a State Licensed/Registered Civil Engineer or Land Surveyor
2. Drawn to a scale of not less than 1/10" = 1'
3. Incorporate onto the drawings:
   a. Exterior property lines and street frontage
   b. Elevations of stakes or marks
   c. Contours lines of not more than 5' intervals (from center of street)
   d. Location of existing and proposed structure and retaining walls
   e. Location of existing and proposed curbs, sidewalks and easements
   f. Finish floor elevations
   g. **Locate any creeks within 30' of property line**

BUILDING

Architectural plans (A Sheets)

1. **Floor Plan** (min. scale ¼" = 1')
   a. Room size and name of room use
   b. Size and location of windows and doors
2. **Mechanical, Electrical & Plumbing**
   a. Electrical outlets, switches and lighting fixture locations
   b. Plumbing fixtures and locations
   c. Mechanical fixtures and location
3. **Exterior Elevations** (front, sides and rear)
   a. Doors, decks and windows
   b. Total height of building from grade to highest projection
   c. List type of materials used on exterior (include roof)
4. **Foundation, Floor, Ceiling & Roof Plans**
   a. Framing members and sizes
   b. Connections and details

Structural Plans and Calculations

1. **Structural Calculations**
   a. High Risk Seismic Zone (formerly Seismic Zone 4)
   b. Wind Design for 80 mph/Exposure C

Energy Calculations

1. **Title 24**
   a. Climate Zone #3
   b. Form CF-1 with all required signatures
   c. Heat loss calculations