



# New Commercial, Multi-Family or Mixed-Use Buildings

## SUBMITTAL CHECKLIST

City of Hayward Development Services Department

2014 Update

### PRELIMINARY PLANNING REVIEW

- Before preparing plans for a new commercial or multi-family residential building, it is necessary to discuss the project with a City of Hayward planner to verify if the proposal will comply with the Zoning Ordinance, parking and landscape requirements. Early meetings with a planner will establish the next steps needed in order for the project to move forward. Flow charts for the early stages of a project are also available on the City website, but a meeting with City staff is still essential before design begins. Short preliminary meetings with Planning, Building and Fire Department staff are free of charge and can be done at the Permit Center counter during business hours. New buildings, depending on the size and scope, may also require a formal Pre Application and Code Assistance meeting prior to submittal. These are structured meetings (conducted for a fee) that involve staff from each department providing written comments on the project.

### PERMIT APPLICATIONS

- New commercial or multi-family buildings require a set of plans prepared by a California licensed architect and/or engineer. Landscape drawings must be prepared by a California licensed landscape architect.

### PROJECT APPROVAL TIMELINE

- **FIRST SUBMITTAL:** The review period for the first submittal is **25 business days**.
- **RE-SUBMITTAL:** The re-submittal review period is **10 business days**.

### DRAWINGS

- 24" x 36" MINIMUM DRAWING SIZE**  
All drawings in the set must be the same size. All drawings must be to scale and include dimensions.
- TITLE SHEET**  
Include complete description of work, sheet index, applicable codes, designer's contact information and project location map. Include the square footage of any existing buildings to be removed, the square footage of the new building and allowable area calculation.
- CAL GREEN**  
New buildings must meet the mandatory requirements outlined in the California Green Building Standards Code. The City of Hayward has not adopted Tier One or Tier Two. Only minimum Code compliance is required. The City does have Green Building Ordinance that will require some measures above Cal Green requirements. Document compliance with CalGreen must be shown on the plans.

**SITE PLAN**

Indicate the location of the building on the property. Show dimensions to adjacent buildings and property lines. Show wheelchair accessible parking stalls and the accessible route to the entrance from the public right-of-way. Indicate location of trash enclosures or waste storage areas on the plans.

 **FLOOR PLANS**

Add roof plans, reflected ceiling plans and sections as needed to accurately describe the full scope of work. Provide scale drawings with fully legible text.

 **PLUMBING / MECHANICAL / ELECTRICAL DRAWINGS**

Provide electrical panel schedule and single line diagrams. Include gas, waste and vent piping diagrams to verify compliance with sizing requirements. Indicate location of HVAC units on the roof plan. Show the location of registers.

**NOTE: Deferred submittals are not allowed\*. All MPE, Structural (including trusses) and civil plans must be included in a well organized and indexed set.**

*\*Exception: Sprinkler and fire protection system plans are reviewed as a separate submittal.*

 **T-24 ENERGY REPORT**

A T-24 Energy Report is required for any new building. The T-24 report shall be incorporated in the set in addition to being submitted separately on at least two 8.5" x 11" booklets. **Hayward is located in climate zone 3.**

 **CONSTRUCTION DETAILS**

Provide details for all construction elements that will be added or altered: waterproofing, wall assemblies and foundations. Provide accessibility details for restroom dimensions, parking stalls, ramps and door clearances.

 **STRUCTURAL CALCULATIONS and SOILS REPORT**

Structural calculations prepared by an engineer licensed in California are required for new commercial buildings. 3 sets of stamped calculations are required at the time of submittal. Structural calculations are required for any permanently attached equipment weighing 400 pounds or more. ***See the end of this handout for local design criteria.*** A current soils report shall be provided with the submittal.

 **TRASH ENCLOSURE + DEBRIS RECYCLING STATEMENT**

The City of Hayward will review all projects with a valuation over \$75,000 for compliance with trash enclosure requirements and construction waste diversions requirements. Indicate all existing or proposed trash enclosures on the plans.

 **9 SETS OF PLANS (Verify exact number of sets with Permit Technician)**

Most new buildings will require 9 sets of plans for review. Verify the exact number of plans required based on the scope of work. Contact a City of Hayward Permit Technician prior to submittal. Call: **583-4140**

 **FULL SCOPE OF WORK SUBMITTED AT ONCE (DEFERRED SUBMITTALS ARE NOT ALLOWED)**

The set of drawings must be complete at the time of submittal. Deferred submittals are not allowed for P/M/E drawings. Only sprinklers systems, which are under separate permits issued by the Fire Prevention Office, may be deferred.

 **DISABLED ACCESS DETAILS**

Include plans and details for all accessible building features.

## REGIONAL REQUIREMENTS

- BAY AREA AIR QUALITY MANAGEMENT DISTRICT**  
The demolition of load-supporting exterior walls requires the permit applicant to obtain a “J Number” from the Bay Area Air Quality Management District (BAAQMD). To determine if your project will require a “J Number”, contact the BAAQMD at: **(415)-749-4762**. Demolition permits will not be issued by the City of Hayward without a “J Number” or letter indicating that the project is exempt.
  
- Bring a **J Number** or notice of exemption for the proposed demolition at time of submittal.

## FOOD RELATED PROJECTS

- ALAMEDA COUNTY HEALTH DEPARTMENT**  
Projects that include public food service as a component of the building (banquet facilities, restaurants, cafés and food processing facilities) must be in the process of review by the Alameda County Health Department before the City of Hayward will review the plans. For more information, contact the **Alameda County Department of Environmental Health: 510-567-6700**
  
- Bring a receipt from the Health Department (showing that drawings were submitted for health dept. review) to the City of Hayward when submitting plans. Plans will not be accepted without the receipt.