



SUBMITTAL CHECKLIST FOR NEW CONSTRUCTION

This checklist provides a general guideline of documents which are normally required to obtain permits related to new construction. Check at the Permit Counter to verify the submittal documents which may be specific to your individual project.

NUMBER OF COPIES REQUIRED	ITEM NAME/TYPE	DESCRIPTION OF ITEM
1	Permit Application Worksheet	Completed permit application form.
4	Topographic and Boundary Surveys	Certified within 3 years of application submittal. For details see Survey/Site Plan checklist. A letter of intent to file "Record of Survey" must accompany survey.
2	Boundary Closure	Land Surveyor's boundary closure calculations.
4	Plot/Site Plan	Drawings of the site which include buildings/structures, and distances to property lines. Must include topographic and boundary information as shown on survey and must be at same scale as survey.
3	Construction Drawings	Complete set of construction drawings, drawn to scale (minimum scale 1/4" per foot), including all elevations, details, systems, and layouts necessary to demonstrate the applicable code requirements have been met. Also include landscape, sign, and parking designs (as applicable).
3	Energy Forms	Title 24 part 6 energy documentation printed on the construction drawings.
2	Structural Calculations	Engineered structural calculations (as applicable).
2	Soils report	Engineered report of soil conditions (as applicable).
1	Letter from Zoning	Design review Approval Letter.

DOCUMENTS REQUIRED AT ISSUANCE

1	Proof of Property Ownership	Required when the owner is obtaining the permit as an Owner/Builder. Need to provide a recorded Grant Deed or a current property tax bill.
1	Contractor's License	Required when the contractor is obtaining the permit. The license must be current and for the proper classification for the work which the permit is being issued. Must also have proof of a current City of Oakland Business License.
1	Trade Permit Application Worksheet	Completed form for obtaining mechanical, electrical and plumbing (MEP) permits.

NOTE: ALL BUILDING PERMIT FEES ARE DUE UPON SUBMITTAL BEFORE PLANS CAN BE ROUTED FOR PLAN CHECK EXCEPT THAT SCHOOL AND IMPACT FEES CAN BE PAID AT TIME OF PERMIT ISSUANCE.