



Community Development Department Building & Safety Division

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Initiated By:	Gregory A. Shreeve, Sr. and Roxanna Recinos-Serna
Approved By:	Gregory A. Shreeve, Sr., Chief Building Official
Subject:	Plans Required to be Prepared by Design Professionals

All construction drawings and written records of computations (plans, specifications and engineered calculations) submitted for a permit application are required to be prepared and signed by either a California design professional - a licensed architect or registered engineer unless they are exempted.

A. Code References

Dublin Building Code (DBC), Section 2308; Dublin Residential Code (DRC), Section R301; California Business & Professions Code (CBPC), Sections 5537, 5538, 6731.1, 6737.3 and 6745.

B. Exceptions – DBC Section 2308 and DRC Section R301

Building plans designed in accordance with conventional light-frame wood construction and the table limitations for wood frame construction. An unlicensed person may prepare plans, drawings or specifications for the following:

1. Structures not exceeding one story in height when located in Seismic Design Categories D and E. (Note: the City of Dublin is within Seismic Design Categories D and portions of E).

C. Exceptions – CBPC Sections 5537 and 6737.1

1. Single family dwellings of wood-frame construction with no more than two stories and basement¹ in height.
2. Multiple dwellings containing no more than four dwellings units of wood frame construction not more than two stories and basement in height. However, this paragraph shall not be construed as allowing an unlicensed person to design multiple clusters of up to four dwellings units each to form apartment or condominium complexes where the total exceeds four units on any lawfully divided lots.¹
3. Garages or other structures appurtenant to buildings described under subdivision (1) and (2), of wood frame construction not more than two stories and basement in height.¹

¹ When the building/structure is one story with basement or more than one story in height, structural plans and calculations shall be submitted for the permit and signed by either a licensed architect or professional engineer as required by DMC Section 7.28.320(B) and DRC Section R301.1.3. However, only the architectural drawings for this type of building/structure up to two stories in height with a basement may be prepared by an unlicensed person per Section 5537 of the CBPC.

4. Agricultural and ranch buildings of wood frame construction unless the Building Official deems that an undue risk to the public health, safety or welfare is involved.

If, however, any portion of any structure that is exempted by these sections deviates from the requirements for conventional light wood-frame construction or tables of limitation for wood frame construction found in DBC Section 2308 and/or DRC Section R301, then the plans and written records of computations submitted for the permit are required to be prepared and signed by either a licensed architect or registered engineer.

D. Exceptions – CBPC Sections 5538, 6737.3, and 6745

1. Non-structural or non-seismic storefronts, interior alterations² or additions², fixtures, cabinet work, furniture, or other appliances or equipment.
2. Any non-structural or non-seismic work necessary to provide for their installation.
3. For any non-structural or non-seismic alterations² or additions² to any building necessary to or attendant upon the installation of such storefronts. Interior alterations or additions, fixtures, cabinet work, furniture, appliances, or equipment; provided such alterations do not affect the structural safety of the building.
4. Licensed contractors designing mechanical, electrical and plumbing work where the work is under the responsible charge of a registered electrical or mechanical engineer.

These exemptions do not apply to alterations that will change or affect the structural system or safety of the building.

E. Examples of Projects Requiring Plans be Prepared by a Design Professional

1. New buildings, additions to existing buildings.³
2. Projects with interior or exterior structural alterations.
3. Interior alterations with an occupancy change.
4. Assembly (Group A) occupancies: assemblies, restaurants, gymnasiums.
5. Educational (Group E) occupancies: schools and day cares.
6. Factory and industrial (Group F) occupancies: assembling, fabricating, packaging, repairs.⁴
7. Hazardous (Group H) occupancies: stores, uses or handles hazardous materials.
8. Institutional (Group I) occupancies: foster care, nursing homes.
9. Residential (Group R) occupancies³, except non-structural alterations within individual units.
10. Projects with mixed occupancies.⁴
11. Interior alteration with walls and partitions over 5 feet 9 inches in height or ceiling work for Groups B, S-1, S-2 or M Occupancies.
12. Storage racks over 5 foot 9 inches feet in height.
13. Remodeling projects that create or alter fire rated corridors, fire rated occupancy separations or area separations walls.
14. Alterations which change the means of egress (exit) requirements.
15. Tanks and vessels (only structural plans and details).
16. Non-structural component or equipment attached to buildings requiring design per Chapter 13 of ASCE 7-16.
17. Remodeling projects in high-rise (as defined in DBC Section 202) buildings.⁴
18. Suspended ceiling system.
19. Lateral force resisting systems utilizing poles embedded in the ground.
20. Any project deemed by the Building Official or his/her designee to require a design by a licensed architect or registered engineer.

² All non-structural or non-seismic work

³ Except for those projects exempted by Section B.1

⁴ Except for non-structural or non-seismic interior alterations within a tenant/unit space, which do not modify fire rated assemblies and locations of exits