



Community Development Department Building & Safety Division

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Plan Submittal Checklist for Over-the-Counter Reviews Residential Additions • Alterations

Purpose

This handout describes the over-the-counter (OTC) plan review process and criteria for residential additions, alterations and accessory structures. Current code regulations and local ordinances require building permits when buildings are constructed, altered or improved. The following guideline shall be reviewed before commencing any work.

Procedure for Scheduling OTC Plan Checks

Appointments

Contact the Building & Safety Division between 8:00 am to 5:00 pm, Monday through Friday at **(925) 833-6620** to schedule an OTC plan check appointment and select the time. Meetings must be scheduled two business days in advance. For example, a Thursday appointment must be scheduled by the end of business day the previous Tuesday. Appointments are available on **Tuesdays and Thursdays from 9:30 am to 11:30 am**. Review times are scheduled in half hour increments per division/department. Please allow up to 90 minutes in your schedule for the appointments.

Advisory Note: Review times **exceeding 30 minutes** will be taken in for a regular plan check review. Plan review staff reserves the right to deem any project not appropriate for OTC plan review based on the provided criteria and/or complexity of the project.

Plans can be prepared by anyone for projects of wood frame construction if the building is not more than two stories. **However, to be eligible for an OTC plan review, the plans shall be prepared by a California licensed professional (architect or engineer). The designer of record shall be present during the appointment; this will ensure the plans can be annotated with the authorization of the designer if necessary.**

Criteria

The following types of work can be considered for OTC review:

- Residential single-story additions less than 500 square feet in floor area
- Residential remodels with minimal structural changes (wall removal, door or window reconfiguration)
- Garage conversions to living space
- Limited accessory structures such as patio enclosures/covers, sheds, arbors, decks, etc.

Additional Approvals

Approvals must be obtained from the following departments.

Dublin San Ramon Services District (DSRSD)

Obtain pre-approval from **DSRSD** prior to the appointment. If the project includes new plumbing fixtures (sinks, toilets, showers) additional fees may apply. Please contact them at **(925) 828-0515** or stop by their offices at **7051 Dublin Blvd., Dublin**.

1. Planning Division

Planning staff will review all exterior changes to the building and verify the new square footage. Lot coverage area information of existing plus proposed structures must be shown on plans. Contact staff at **(925) 833-6610** for additional zoning questions.

2. Public Works Department

Staff will verify location of existing utility easements, changes to the exterior slope, flooding, grading and drainage information. Contact them at **(925) 833-6630** for specific site information.

3. Fire Prevention Bureau

If required, contact staff at **(925) 833-6606** to verify the installation/modification of fire sprinklers.

Additional Site Specific Verification

Before meeting with the plan checker the following must be approved and/or verified. If the property is located in any of these zones the plans must reflect the specific requirements.

- Age of the structure
- Wildfire zone
- Flood zone
Flood zone designation can be viewed in the city's [GIS Portal](#). Complete two elevation certificates if property is in either A, AE or AO flood zones.

Helpful Documents

Review these handouts for useful information on design criteria, energy forms, Dublin Municipal Code, etc. These forms must be **fully completed and included** along with the construction drawings.

- [CalGreen Residential Checklist](#)
- [Residential Energy Forms](#)
- [Special Inspection and Testing Agreement Forms](#)
- [Dublin Municipal Code - Residential Amendments](#)
- [Accessory Structures Plan Submittal Checklist](#)
- [Residential Garage Conversions](#)

Document Submittal

- Three (3) complete sets of plans. At least two sets must be signed by designer or stamped and wet-signed by licensed professional.
- Two (2) structural calculations sets, stamped and wet-signed by the licensed professional (as applicable).
- Two (2) complete Special Inspection & Testing Agreement forms completed and wet-signed by all parties (as applicable).

The designer of record (architect or engineer) may perform the required inspections in lieu of a Special Inspection Agency. This will be considered on a case-by-case basis.

- Two (2) Title 24 energy reports signed by energy designer and owner (as applicable). Mandatory forms completed, signed and reproduced on plans.
- Fully completed and signed permit application with listed contractor and valuation. If a contractor is obtaining the permit a City business license must be obtained prior to permit issuance.

Minimum Plan Size

Plans must be drawn to scale, fully dimensioned and legible on minimum 11 x 17 inch paper (e.g., site plan: 1/8-in = 1-ft, floor plan: 1/4-in = 1-ft) in a concise, detailed and professional manner. Single line floor plans are **not** acceptable and will be rejected.

Site Plan / Architectural Plans

Job address / name and address of owner, contractor and contact person / address, phone number, title and registration of designer or design professional / description of work / applicable codes / type of construction / existing fire sprinkler system (yes or no) / sheet index

- Site plan identifying lot, building location / setback dimensions from new addition to all property lines and other existing buildings / location of easements & utilities / north arrow
- Floor plan identifying new and existing room uses / door and window schedule
- Details for stairs, handrails, guards, decks / occupancy separation elements and fire rating details (when applicable)
- Exterior elevations identifying construction materials / wall covering specifications and fire rating (*if located on fire hazardous area) / maximum building height & fireplace height

Structural Plans

- Identification of floor framing / roof framing / wall framing / shear wall location and schedule
- Two (2) manufactured truss diagrams and calculation sets stamped and wet signed by design professional)
- Foundation plan / new footing details / connection to existing foundation system / reinforcement

Proposed foundation design shall be similar to the existing foundation (e.g., pier and grade beam with new pier and grade beam).

Mechanical / Electrical / Plumbing Plans

- Mechanical - Identify all supply and return air registers / HVAC and A/C equipment size, location, access.
- Electrical - Identify size and location of main and sub-panels / electrical outlet receptacles, switches, light fixtures and types (TR, GFCI, WP).
- Plumbing - Identify size and location of piping / materials / gas piping calculations.