



SUBMITTAL CHECKLIST FOR NEW CONSTRUCTION

This checklist provides a general guideline of documents which are normally required to obtain permits related to new construction. Contact bbpermit@oaklandca.gov to verify the submittal documents which may be specific to your individual project. All submittal documents should be electronic and in PDF format. Associated permits related to the proposed construction must also be obtained. Such as – Grading Permit as required per OMC 15.04.3.2065. Encroachment Permit as required per OMC Chapter 12.08 (Consult with DOT-Engineering).

NUMBER OF COPIES REQUIRED	ITEM NAME/TYPE	DESCRIPTION OF ITEM
1	Permit Application Worksheet	Completed permit application form.
1	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.
1	Boundary Closure	Land Surveyor’s boundary closure calculations.
1	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. These should be included in the construction drawing set.
1	Construction Drawings	Complete set of construction drawings, drawn to scale (minimum scale ¼” 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).
1	SB-7 plan for water metering	Required for 2 or more residential units. The plan should be incorporated into the construction set. See separate form for the specific requirements for this plan.
1	Energy Forms	Title 24 part 6 energy documentation. The forms should be included in the construction drawing set.
1	Structural Calculations	Required for non-conventional construction. Stamped and signed by the engineer.
1	Soils report	Expansive soils or other soil problems.
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. (Not required for SFD & Duplex)

NOTE: ALL BUILDING APPLICATION FEES EXCEPT INSPECTION, SCHOOL, IMPACT, AND CERTIFICATE OF OCCUPANCY ARE DUE UPON SUBMITTAL AND BEFORE PLANS CAN BE ROUTED FOR PLAN CHECK.