



SAFER HOUSING FOR OAKLAND PROGRAM (SHOP)

Project Description

The Design firm must complete and submit this form with the retrofit plans and calculations to SHOP at the email or address above. Any changes to the project design must be documented by the engineer/contractor on a revised form.

SITE ADDRESS: _____	PROJECT #: _____
PROPERTY OWNER: _____	
DESIGN FIRM: _____	PHONE: _____

1. **Visible Exterior Changes:** Will any visible exterior changes result from this retrofit project or any other concurrent, non-seismic activities? NO YES*

*Describe any visible exterior changes below and ensure that they are clearly depicted in the schematics and drawings. State whether any relevant repair or replacement will be performed in-kind and/or whether visible changes will be reversible.

2. **Required Seismic Activities:** Are all the required measures described in Appendix Chapter A4 of the 2016 CEBC and section B of the SHOP Engineering Requirements included in your scope of work? YES NO*

*If any of the above are not applicable to your project, explain why:

3. **Optional Seismic Activities:** Indicate and describe any additional seismic measures included in your scope of work beyond the minimum requirements of Chapter A4.

4. Non-Seismic Activities:

Will any non-seismic work be conducted at the same time as the retrofit? NO YES*

* Clearly describe non-seismic work to be conducted concurrently with the retrofit under a separate permit. **If the building is more than 45 years old, include Plans, Schematics, and Photographs for EHP Review as a separate attachment.**

5. Permit Applicant Certification:

My signature below confirms the following:

- The description above includes all work that will be conducted during or concurrently with the seismic retrofit of this property.
- If any non-seismic or non-reimbursable work is planned, it will be covered under separate permit(s).
- Any changes to this scope of work will be submitted to the SHOP Office using a revised version of this form and updated plans/drawings/pictures as is appropriate **before** any unapproved activities begin. No additional activities will be conducted until design revisions are approved by FEMA and SHOP.
- I/we understand that any activities conducted without SHOP approval prior to SHOP reimbursement and project close-out may result in previously eligible costs being denied reimbursement.

Completed By: Engineer of Record Contractor

Signature

Date

SHOP STAFF USE ONLY

Date Received: _____ Reviewed by: _____ Ext: _____

Approved? Y / N Date: _____ Application Submitted: _____

Comments: _____



PERMIT APPLICATION WORKSHEET

Planning and Building Department
 250 Frank H. Ogawa Plaza
 2nd Floor, Suite 2114
 Oakland, CA 94612
 Tel (510) 238-3443
 Fax (510) 238-2263
 Hours:
 8 am-4pm M,Tu,Th,F
 9:30 am-4 pm Wed

PLEASE COMPLETE ALL INFORMATION. APPLICANTS WITH INCOMPLETE WORKSHEETS MAY BE ASKED TO GET A NEW NUMBER. INACCURATE INFORMATION MAY LEAD TO SUSPENSION OF THE PERMIT. ADDITIONAL PERMITS MAY BE REQUIRED, i.e., Electrical, Plumbing, Mechanical, Sewer, Obstruction.

TYPE OF PERMIT: (circle one)		SCHOOL FEE (SF)		ADDRESS FEE
BUILDING	SIGN	Commercial	\$0.56	\$154.91
		Residential	\$3.48	\$56.23
		Change of Address for Any Occupancy		\$403.92
TYPE OF WORK (circle one)				
(1) NEW CONSTRUCTION	(2) REPAIR	(3) ADDITION	(4) CELL SITE	(5) ALTERATION /T.I.
(6) DEMOLITION (_____ SF)	(7) SOLAR PANELS (SE)	(8) RETROFIT	(9) C.O. /S.A.	(10) CHANGE IN USE
IS THIS APPLICATION RELATED TO ANY OTHER PERMIT? TO ANY OTHER COMPLAINT?		IF YES, INDICATE PERMIT #, PLANNING CASE FILE # OR COMPLAINT #:		
<input type="radio"/> YES <input type="radio"/> NO				
SITE ADDRESS/JOB LOCATION			ASSESSOR'S PARCEL NO.	
DESCRIPTION OF PROPOSED WORK				
WORK IS VISIBLE FROM FREEWAY/BART <input type="radio"/> NO <input type="radio"/> YES				
EXTERIOR WORK ON BUILDING <input type="radio"/> NO <input type="radio"/> YES (PHOTOS REQUIRED. PLEASE ATTACH)				
VALUATION OF PROPOSED WORK \$	EXISTING # OF RESIDENTIAL UNITS	# OF STORIES:	<input type="radio"/> SFD/DUPLEX <input type="radio"/> APARTMENTS <input type="radio"/> COMMERCIAL <input type="radio"/> INDUSTRIAL	
	PROPOSED # OF UNITS	FIRE SPRINKLER <input type="radio"/> YES <input type="radio"/> NO		
PROPERTY OWNER'S NAME			PROPERTY OWNER'S PHONE NUMBER	
PROPERTY OWNER'S ADDRESS (street, city and zip code)				
PERSON SUBMITTING PLANS / CONTACT PERSON		PHONE NUMBER	EMAIL	
ARCHITECT'S/DESIGNER'S NAME		PHONE NUMBER	EMAIL	
CONTRACTOR'S LICENSE NUMBER		SIGNATURE OF APPLICANT		DATE

I ACKNOWLEDGE THAT REFUNDS ARE LIMITED PER Section 107.6 of O.B.C.. _____ INITIAL _____ DATE _____



Planning and Building Department
250 Frank H. Ogawa Plaza
2nd Floor, Suite 2114
Oakland, CA 94612

Bureau of Building (510) 238-3891
Permit Center FAX: (510) 238-2959
www.oaklandnet.com TDD: (510) 238-3254

OBTAINING A PERMIT

In addition to submitting all appropriate plans, permit application forms, accessibility worksheet, Code Enforcement Routing Slip and obtaining zoning approval or permits/approvals from other departments, the following also need to be provided in order to obtain a permit:

Contractors

Contractors need the following when obtaining a permit:

- ✓ A current State Contractor's License in a classification that is appropriate for the type of work that the contractor will be performing.
- ✓ A current City Business License (If you need to obtain a license, the City Business License Office (510) 238-3704 is on the first floor of 250 Frank H. Ogawa Plaza). All business licenses expire on December 31st of each year.
- ✓ All employees that are obtaining permits need to be authorized by the contractor to do so. This can be done by either of two ways. The first is to have the contractor add their name to our agent list for the company. The second way is for the employee to present an authorization letter to the permit center each time they obtain a permit. Both authorization methods must be in writing, must be signed by the contractor, and must be on the contractor's letterhead.

Note: *Contractors are required to update their contractor's license information with the Contractor's State License Board when ever there is a change. It is also the responsibility of the contractor to obtain and maintain a valid Certificate of Workers' Compensation Insurance as required by state law.*

Owners

When obtaining a permit, an owner must provide the following:

- ✓ Proof of ownership by way of a recent property tax statement or a grant deed - **Originals only.**
- ✓ If hiring someone to assist with the work, we require Workers' Compensation Insurance. (Note: Check with your homeowner's insurance broker)
- ✓ All agents for owners must have a current (within 180 days) notarized written authorization form from the owner. This form can be found on our Planning & Building Department page of our City of Oakland web page at www.oaklandnet.com



Construction Plans Check List
 (Minimum Required Data for Addition/ Alterations)

Address _____

Received _____/_____/_____	By _____
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Please check the boxes where items are included or needed.

	Included	Needed
1. TITLE BLOCK _____ Address of Property Designer/Contact person with daytime phone number Page number	<input type="checkbox"/>	<input type="checkbox"/>
2. LIST BACKGROUND INFORMATION _____ Owner's name Occupancy Type, Construction Type Zoning Square footage of Existing; Square footage of Addition Assessor's Parcel Number	<input type="checkbox"/>	<input type="checkbox"/>
3. TITLE 24 ENERGY DOCUMENTATION _____ Forms to be printed on plans Make certain all signatures are completed	<input type="checkbox"/>	<input type="checkbox"/>
4. SITE PLAN – Scale 1/8" = 1' or 1/10" = 1' _____ Show building and addition distances to property lines Show any accessory structures, retaining walls, sidewalks, streets, meters, contours, curb cuts, driveways, trees Delineate between new and existing work Show North arrow, scale	<input type="checkbox"/>	<input type="checkbox"/>
5. FLOOR PLAN- Minimum Scale: 1/4" = 1' _____ Label all rooms (existing and new) & indicate new walls, existing walls, & walls to remain Show all windows and doors; indicate sizes Show dimensions of addition	<input type="checkbox"/>	<input type="checkbox"/>
6. ELEVATION(S) - Minimum Scale: 1/4" = 1' _____ Show/indicate all finishes; new and existing Show structure height; height of finished floor Indicate roof slope	<input type="checkbox"/>	<input type="checkbox"/>
7. CONSTRUCTION SECTION _____ Show major section through area of work Indicate all construction aerials Delineate areas to show further detailing (<i>See item 10</i>)	<input type="checkbox"/>	<input type="checkbox"/>
8. FOUNDATION PLAN _____ Show dimensions Show connections to existing & use detailing to show further information	<input type="checkbox"/>	<input type="checkbox"/>
9. FRAMING PLANS (for each floor and roof) _____ Show size and spacing of all joists, beams	<input type="checkbox"/>	<input type="checkbox"/>
10. DETAILS _____ Stairways, important connections should be detailed Fascia, railings and other design details	<input type="checkbox"/>	<input type="checkbox"/>
11. STRUCTURAL CALCULATIONS _____	<input type="checkbox"/>	<input type="checkbox"/>
12. SURVEY _____	<input type="checkbox"/>	<input type="checkbox"/>
13. PHOTOS _____	<input type="checkbox"/>	<input type="checkbox"/>
14. OTHER _____	<input type="checkbox"/>	<input type="checkbox"/>

After completing the minimum required items for submittal, please include this form and **three** copies with your submittal package to the **Building Services Department** for approval. NOTE: Plan check may require additional information after submission.



Recommended General Standards for Drawings Submitted with Building Permit Applications Requiring Plan Check

If these recommended standards are followed, it will speed the permit and plan check process, provide for more durable jobsite copies, aid the department when adding standard sized City information sheets and reduce problems during construction.

NOT ACCEPTABLE

1. DRAWINGS LESS THAN 18" X 24" (or set with more than 4 sheets of 8 ½" x 11" or 11" x 17". *Smaller drawings make plan checking more time consuming and difficult, are more easily lost or damaged, lack of room for borders results in poor copies and lost information, and tendency to omit information if there is a lack of drawing space.*) **OR LARGER THAN 36" X 48"** (too large to handle in plan check cubicles).

2. XEROXED COPIES (*not durable for job site*).

3. ORIGINAL DRAWINGS (*can be easily altered during permit issuance*).

4. DIFFERENT SIZE SHEETS IN A DRAWING SET (*except survey and/or plot plan may be different size from the other drawings if they are the same size as each other*).

5. DRAWINGS TAPED TOGETHER, OR SHEETS WITH SMALLER DRAWINGS TAPED, STAPLED, OR PASTED ON (*these are not durable and will tend to get torn or ripped off*).

6. DRAWINGS WITH INFORMATION ADDED IN RED EXCEPT BY CITY STAFF.

7. DRAWING SHEETS WITHOUT BORDERS OR WITH INFORMATION CROSSING OVER BORDERS (*information may be lost due to misalignment when having copies made at the printer*).

8. DRAWINGS WITH LETTERING LESS THAN 1/8 INCH HIGH OR ILLEGIBLE LETTERING (*not suitable for microfilming or making reduced size copies*).

9. UNBOUND, UNSTAPLED DRAWING SETS

10. DRAWINGS WITHOUT TITLES, PERTINENT ADDRESS AND PHONE NUMBERS, OR WITHOUT PREPARER'S WET SIGNATURE ON EACH SHEET

11. POOR QUALITY BLUELINE OR BLACKLINE COPIES WITH POOR CONTRAST OR DIRTY BACKGROUND.

REQUIREMENTS

ACCEPTABLE SHEET SIZE: 22" x 34" or 24" x 36" is preferred. 18" x 24" minimum, 36" x 48" maximum. Drawings should be standard drawing size: 18" x 24", 22" x 34", 24" x 36", 18" x 24", 30" x 42", or 36" x 48". Sets of 4 or less 8 ½" x 11" or 11" x 17" are not desirable, but will be taken in.

If drawings were done at a smaller size (11" x 17" or 8 ½" x 11"), applicant can "paste up" to a standard size and have a Xerox vellum master run at a printing company. These can be used to make the bluelines or blacklines prior to submitting for permit.

Standard size bluelines of odd-sized originals are acceptable if all information is shown on the blueline.

BORDER REQUIREMENTS: 1 ½" minimum at left-hand bound edge, ½" minimum elsewhere; each sheet should have borderlines.

TITLE BLOCK REQUIREMENT: Each sheet shall have title block indicating (1) Project title and address; (2) Owner's name, mailing address, daytime phone and fax number; (3) drawing preparer's name, address, daytime phone and fax number; (4) pertinent Consultant's name(s), mailing address, phone and fax number(s); (5) sheet number of total number or sheets (i.e.: 1 of 7, 2 of 7, etc.); (6) revision number, and (7) indication of latest date of preparation, printing.