

ADU BUILDING PLAN REQUIREMENTS: (see Electronic Plan & Document Submittal below)

1. TITLE BLOCK		<input type="checkbox"/>
Address of Property, Owner, and Designer/Contact person with daytime phone number and email. APN. Sheet Number		
2. LIST OF BACKGROUND INFORMATION		<input type="checkbox"/>
Scope of Work – Descriptive narration of what the project will consist of. Owner’s name, code information including code year, occupancy and construction type. Include a sheet index, Zoning designation, and Assessor’s Parcel Number. Show square footage (for each level) of existing living space, added living space and total.		
3. TITLE 24 ENERGY DOCUMENTATION (For all areas to become conditioned space.)		<input type="checkbox"/>
CF1R Energy forms to be printed on plans. Make certain all signatures are completed. The forms need to be readable so please don’t reduce them in size.		
4. SITE PLAN	Scale: 1/8" = 1' or 1/10" = 1'	<input type="checkbox"/>
Show outline of the building and distances to property lines. Show any accessory structures, retaining walls, sidewalks, streets, meters, curb cuts, driveways, trees. Show North arrow and scale. Boundary Survey is required if structure appears to be within ten (10) feet of property lines.		
5. DEMOLITION PLAN	Minimum Scale: 1/4" = 1'	<input type="checkbox"/>
Label all rooms. Show items to be demolished as dashed. Clearly indicate which part of the structure is to remain.		
6. FLOOR PLAN	Minimum Scale: ¼" = 1'	<input type="checkbox"/>
Label all rooms (existing and new). Clearly distinguish between new walls and walls to remain. Show all walls with double lines. Show all windows and doors including sizes, types and identify those designated for escape and rescue. Show dimensions of all rooms. Show all major equipment locations including water heater (ADU to have permanent access), HVAC (ADU to have permanent access), electrical panels, washer/dryers, plumbing fixtures, cabinets, etc. Clearly indicate fire/sound rated walls.		
7. CONSTRUCTION SECTIONS	Minimum Scale: 3/4" = 1'	<input type="checkbox"/>
Show major section through area of work including showing all major components. Clearly indicate fire/sound rated assemblies. Show ceiling heights. Show insulation including type & R-value.		
8. EXTERIOR ELEVATION(S)	Minimum Scale: 1/4" = 1'	<input type="checkbox"/>
Show/indicate all finishes, new and existing. Show all items such as windows, doors, decks, stairs, etc. Clearly distinguish what elements are existing and which will be added/changed.		
9. FOUNDATION PLAN	Minimum Scale: 1/4" = 1'	<input type="checkbox"/>
Provide if the foundation will be replaced, altered, or required to support additional loading. Show dimensions – Provide details showing how existing or new foundations meet current code. Show hold downs and brace/shear wall locations and lengths. Indicate location and size of access openings. Show connections to existing & use detailing to show further information.		
10. FRAMING PLANS	Minimum Scale: 1/4" = 1'	<input type="checkbox"/>
(For EACH floor and/or roof.) Show size, direction and spacing of all joists and beams. Clearly show how any existing framing will be altered in order to meet current code requirements.		
11. DETAILS AND SECTIONS		<input type="checkbox"/>
Drawn large enough to show the specific construction and referenced from framing plans. Stairways, fire/sound separation between units, moisture barrier under the floor slab, foundation wall waterproofing and drainage, etc.		
12. STRUCTURAL CALCULATIONS		<input type="checkbox"/>
(For non-conventionally framed construction.)		
13. ZONING APPROVAL STAMP ON PLANS		<input type="checkbox"/>

After completing the minimum required items for submittal, please include this form with your submittal package.

NOTE: Plan Check may require additional clarifying information after submission.

ELECTRONIC PLAN SUBMITTAL & SIGNATURE POLICY FOR ONLINE OR IN OFFICE USE

This policy establishes electronic plan, document and signature submittal guidelines. All plans submitted to the City of Oakland shall follow these guidelines unless otherwise directed by the Director of Planning & Building.

For questions use the Permit & Services Questions Portal at <https://www.oaklandca.gov/services/permit-questions>

REQUIREMENTS FOR ELECTRONIC PLAN AND DOCUMENT SUBMITTAL

- **OVER THE COUNTER** - All plans and documents to be submitted shall be provided on a thumb drive in unzipped files (see file naming conventions on Page 2)
- **ONLINE** - All plans and documents to be submitted via the Online Permit Center shall be uploaded as unzipped files. (see file naming conventions on Page 2)
- All digital documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat 8 or newer ***Note: PDF Portfolios will not be accepted as part of your submittal package***
- Plan files shall be first generation, vector-based PDFs which have been directly converted from the computer aided drafting (CAD) applications (e.g., AutoCAD, ArchiCAD, MicroStation, TurboCAD etc.) in which they were created
- All layers must be flattened
- Scanned plans (i.e., plans, elevations, sections, details) will not be accepted unless the plan sheet was hand drawn
- Scanned plans must be scanned to scale or provide dimensions
- Plan sets shall be compiled as one file. Plan sets that are not compiled will not be accepted
PDF document security settings must allow staff to mark up the PDF file and create comments. Electronic signature restriction settings should not be used on forms or drawings. (See SIGNATURE Policy)
- Page Orientation - All plans must be oriented, so the top of the page is always at the top of the monitor and set to landscape. A north arrow must be provided on all plans
- All supplemental information must be oriented, so the top of the page is always at the top of the monitor in either portrait or landscape format based on the supporting documents provided
- All supplemental information must be sized at 8 1/2" x 11"
- Professional stamps/seals shall be affixed to plans and documents as required (please see DIGITAL SIGNATURE)
- All colors must be removed from all plans and documents (except for grey or hatched shading)
- Leave a 4" x 3" space at the top right corner of the building plans for City approval stamp
- 24" x 36" (Minimum) - Large Construction
PDF exhibits must be generated at a prescribed scale (i.e., 1/4" = 1'-0", or 1/8" = 1'-0") for staff to verify dimensions and areas within the file, using built-in measuring tools
- 11" x 17" (Minimum) - Minor Construction
- All revisions must be submitted with a summary by permit number and date

DIGITAL SIGNATURE FOR DESIGN PROFESSIONALS (ARCHITECTS & ENGINEERS)

Design professionals, such as Architects and Engineers, whose "wet" signature is required for submittal of hard copy plans will be required to obtain a "digital signature" key for signature of electronically submitted plans.

A "Digital Signature" is required when strong authentication is necessary because it contains encrypted information that is unique to the signer and can be easily verified. Digital technology requires each signer to have a token, smart card or other physical device issued by a trusted organization (usually a company certified by a government) that verifies the signer's identity before issuing the token. With this technology, every document must be opened and signed one at a time - signatures cannot be applied en masse

For a complete list of approved digital signature certificate authorities, please visit the California Secretary of State website at:

<https://www.sos.ca.gov/administration/regulations/current-regulations/technology/digital-signatures/approved-certification-authorities/>

You may contact individual certificate authorities for their requirements to create a digital signature.

For more information regarding California State Law requirements regarding digital signatures, please visit the California Secretary of State's website below.

<https://www.sos.ca.gov/administration/regulations/current-regulations/technology/digital-signatures/government-code-16-5/>

ELECTRONIC SIGNATURE REQUIREMENTS FOR NON-DESIGN PROFESSIONALS

Non-design professionals shall sign plans via electronic signature.

An "Electronic Signature" can be set up by anyone using common programs such as Adobe and Outlook without an independent vetting process or electronic key, and most include a stamp of the date and time the signature was applied. Electronic signatures are accepted and used worldwide for many business transactions including e-mail signature blocks.

For more information on how to create an Electronic Signature with Digital ID, please visit the following website:

<http://www.adobepress.com/articles/article.asp? p=170816l&sea Nu m=4>

You may download free Adobe Reader software by clicking on the link below:

<https://get.adobe.com/reader/>

NAMING CONVENTIONS FORMAT FOR SUBMITTAL ATTACHMENTS

Begin with the Project Address when naming files and follow the format (example) below

0000 Time St-1st Submittal-Architectural Drawings

0000 Time St-1st Submittal-Structural Calculations

0000 Time St-1st Submittal-Truss Calculations