

CITY OF OAKLEY BUILDING PERMIT APPLICATION FOR ACCESSORY DWELLING UNITS

A. INSTRUCTIONS

- i. Review the City of Oakley ADU Processing Guide ([Click here to access page with guide](#)).
- ii. If participating in the Pre-Approved ADU Program, determine which floor plan and elevation you will use and check it in the box to the right.
- iii. Complete form below (all lines, sign, and initial)
- iv. Attach documents found on the Submittal Requirements Checklist (See Pages 6-8 of this Application for the Checklist).
- v. Submit application supplemental materials to the City of Oakley Building Permit Center. For how to submit electronically, please call (925) 625-7005.

COMPLETE ONLY FOR PRE-APPROVED ADU PROGRAM

Floor Plan (check one)

500 sq. ft.

850 sq. ft.

1,000 sq. ft.

1,200 sq. ft.

Elevation (check one)

Spanish/Mediterranean

California Ranch

Bungalow/Craftsman

B. OWNER AND CONTRACTOR INFORMATION

APPLICANT: _____ Phone: _____

Address: _____ City, State, Zip: _____

PROPERTY OWNER: _____ Phone: _____

Address: _____ City, State, Zip: _____

CONTRACTOR¹: _____ License #: _____ Phone: _____

Address: _____ City, State, Zip: _____

¹Contractor Information Required Unless Submitting as Owner/Builder

C. PROJECT INFORMATION

1. General Information

Job Address: _____ APN: _____
 Zone District²: _____ Project Valuation³: _____

²Determine the zoning of your property contacting the Planning Division at (925) 625-7000 (recommended) or by viewing the Zoning Map here: <https://www.ci.oakley.ca.us/departments/planning-zoning/maps-and-lists/>.

³Project Valuation can be determined by estimating the total cost of building construction, including all electric, mechanical, plumbing and permanently fixed equipment.

2. Structure Information: APPLICANT TO PROVIDE INFORMATION FOR ALL EXISTING AND PROPOSED BUILDINGS

	STORIES	HEIGHT	Number of			House/Structures proposed and to remain (SQ. FT.)				
			BED -ROOMS	BATH -ROOMS	PARKING STALLS	LIVING SPACE	GARAGE	PATIO	PORCH	TOTAL
Existing										
Proposed										
									TOTAL	

Lot Size (sf): _____ Lot Coverage (%):⁴ _____

⁴ Lot Coverage is calculated by dividing total square footage of existing and proposed structures by lot size and multiplying by 100. If lot coverage is greater than 50%, a detached ADU may not exceed 800 sf. For those participating in the Pre-Approved ADU Program, if lot coverage is greater than 50%, only the 500 square foot Pre-Approved ADU plans can be utilized.

3. Proposed Setbacks:

	FRONT	LEFT SIDE	RIGHT SIDE	REAR	STREET SIDE	ALLEY
SETBACKS						
Proposed						
Existing Easements						
Eave Projections						

4. Accessory Dwelling Unit Information

- Is the ADU detached from the primary unit? Yes
 No
- Is the ADU: New Construction
 Conversion of existing space

5. Utility Information:

Please provide the location and description of utility, water, and sanitary services for both the primary dwelling unit and the proposed ADU:

6. Indication of Fire Sprinklers:

If applicable⁵, please indicate whether the proposed ADU will be equipped with a fire sprinkler system.

7. Indication of Solar Panels:

If applicable⁶, please indicate whether solar panels will be installed on the proposed ADU or primary dwelling unit.

⁵ In cases where the primary dwelling unit has a fire sprinkler system, then the ADU will be required to have fire sprinklers. Sprinkler plans are submitted to the Fire Marshal's office for review and approval. If the primary house does not have a sprinkler system, and the ADU is 1,200 sf. or less, then the ADU does not require a sprinkler system.

⁶ Newly constructed ADUs may be subject to the California Energy Code requirement to provide solar panels if the unit(s) is a newly constructed, non-manufactured, detached ADU. Confirm applicability with your Title 24 Consultant and refer to the California Energy Commission's Newsletter, "Blueprint," Issue 129 ([click to access](#)) for more information. If panels are required, they can be installed on the ADU or on the primary dwelling unit. A solar installation permit is required to be approved by the Oakley Building Department. ADUs that are conversions from existing square footage are not subject to the Energy Code requirement to provide solar panels.

D. REQUIREMENTS, DECLARATIONS AND SIGNATURES

Permitted work hours:

Operate or perform construction or repair (which creates noise) within or adjacent to a residential land use district except during the following hours:

1. Monday through Friday: 7:30 am to 7:00 pm
2. Saturdays, Sundays & holidays: 9:00 am to 7:00 pm

Initial: _____

ALL PERMITS REQUIRE A FINAL INSPECTION

ALL PERMITS HAVE AN EXPIRATION DATE 365 DAYS FROM LAST VALID INSPECTION

LICENSED CONTRACTORS' DECLARATION

I hereby affirm that I am licensed under the provisions of Chapter 9 (commencing with section 7000) of the Business & Professions Code, and my license is in full force and effective.

Initial: _____

WORKMAN'S COMPENSATION

I hereby affirm that I have a certificate of consent to self-insure, or a certificate of Worker's Compensation Insurance, or a certified copy thereof (sec. 3800 lab C)

Initial: _____

EXEMPTION FROM WORKER'S COMPENSATION INC

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the Worker's Comp Laws of California.

Initial: _____

NOTICE TO THE APPLICANT: If after making this Certificate of Exemption, you should become subject to the Worker's Compensation provisions of the Labor Code, you must forthwith comply with such provisions, or this permit shall be deemed revoked.

OWNER-BUILDER DECLARATION

I hereby affirm that I am exempt from the Contractor's License Law for the following reason (Sec7031.5), Business & Professions Code: Any City or County which requires a permit to construct, alter, improve, demolish or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he is licensed pursuant to the provisions of the Contractor's License Law (Chapter 9 (commencing with Section 7000) of

Division 3 of the Business & Professions Code) or that he is exempt there from and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).

- I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Sec. 7044, Business & Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or through his own employees. Provided that such improvements are not intended or offered for sale. If, however, the building improvement is sold within one year of completion, the owner/builder will have the burden of proving that he did not build or improve for the purpose of sale)
- I, as the owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec 7044 Business & Professions Code: The Contractor's License Law does not apply to an owner of property who builds/improves thereon, and who contracts for such project with a contractor(s) licensed pursuant to the Contractor's License Law)
- I am exempt under Sec. _____ Business & Professions Code for this reason.
Applicant: _____

NOTICE TO APPLICANT I certify that I have read this application and state that the information on the permit is correct. I agree to comply with all City and County ordinances and state laws relating to building construction and hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes.

SECTION 106.4.4 UNIFORM BUILDING CODE

Expiration: Every permit issued by the Building Official under the provisions of this code shall expire by limitation and become null and void, if the building or work authorized by such permit is not commenced within 180 days from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days.

APPLICANT/AGENT _____ **DATE:** _____

Submittal Requirements for Accessory Dwelling Units

Please use this as a checklist for Submittal Requirements to assemble the required materials for your Accessory Dwelling Unit (ADU) building permit application. The following items must be submitted in order to process your application. **If the plans are not legible and/or do not contain the required information, your application will be rejected.** For more information and guidance, review the City of Oakley ADU Processing Guide ([Click here to access page with guide](#)).

<input checked="" type="checkbox"/>	SUBMITTAL REQUIREMENTS
<input type="checkbox"/>	<p>Building Permit Application & Fees– see pages 1-5 of this document.</p> <ul style="list-style-type: none"> Plan Check Fees will be invoiced after the application is submitted. All fees must be paid before the application is deemed complete. Impact Fees will be invoiced prior to building permit approval – refer to the City of Oakley Impact Fee List for ADU fees (Click here to access page with current Impact Fees). Please note impact fees are not required for ADUs under 750 sf.
<input type="checkbox"/>	<p>Building Plans – provide an electronic set of building plans as noted below with a set of wet stamped and signed structural plans (when required). Please submit complete submittals to inspections@ci.oakley.ca.us <i>If participating in the Pre-Approved ADU Program</i>, the pre-approved plans and calculations are already on file with the Oakley Building Division. These do not include property specific site plans. Please contact the Building Division at (925) 625-7005 for more information on how to include the pre-approved plans as part of your application. Please note additional requirements for the Pre-Approved ADU Program are identified below in <u>bold/underline</u>.</p> <p>(1) Architectural Plans -</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Floor Plan</u>: Provide a floor plan that includes the location of interior walls (if any) and the uses of rooms (if more than one). Include the size and location of windows and doors and the location of electrical, plumbing, and mechanical features. Note that the electrical receptacles in most accessory buildings must be GFCI protected. <input type="checkbox"/> <u>Roof Plan</u>: Include a roof framing plan that details the size and spacing of rafters, ceiling joists, roof sheathing, and the roof covering materials. <input type="checkbox"/> <u>Elevations</u>: Provide elevations of each building face (front, rear, left, right) and indicate the type of building materials for walls, windows, and doors. Show all architectural features, openings, exterior finishes, stepped footing outline, roof pitch, materials, color board, etc.

	<p>(2) Structural Plans and Calculations -</p> <ul style="list-style-type: none"> <input type="checkbox"/> Foundation Plan and Cross Section: Show the size and depth of foundation perimeter walls, slabs, or pier holes. Include details of concrete reinforcement, hold down hardware, connections, roofing, ceiling, wall insulation, etc. <input type="checkbox"/> Framing Plan: This plan details the general assembly of the framing and includes lumber sizes, spacing of the members, location of posts and beams and how the members are to be connected including the type, size and spacing of hardware and fasteners. <input type="checkbox"/> Truss Information and Calculations: Provide truss calculations (from the truss manufacturer) prior to a request for roof and shear inspection. <u>Truss information and calculations are also required for the Pre-Approved ADU Program.</u> <input type="checkbox"/> Structural Calculations: Provide two copies of all structural engineering calculations.
<input type="checkbox"/>	<p>Title 24 Energy Information and Calculations (as applicable) –</p> <ol style="list-style-type: none"> 1. Title 24 Calculation and Compliance Reports are required to verify that your proposed building design complies with California Title 24 Building Energy Efficiency Standards (Title 24, Part 6 of the California Code of Regulations, i.e., “CALGreen”). The Calculation and Compliance Reports are to be completed by a certified third-party consultant and will include specifications (as applicable) for solar, water heater, HVAC equipment and ducting, fenestration, insulation, and cool/radiant barrier sheathing for Climate Zone 12. Confirm applicability with your Title 24 Consultant. Search for “title 24 Calculations and Compliance Reports” in your web browser to locate a certified consultant. 2. CALGreen Checklists verifying compliance with Title 24 are available for download (Click Here to Access CALGreen Checklists). The Checklists are to be completed by a certified third-party consultant and be included in the building plan set for submittal to the City. <u>For the Pre-Approved ADU Program the checklists are included in the pre-approved plan set to be completed by the applicant.</u>
<input type="checkbox"/>	<p>Preliminary Title Report – showing the legal description of the property and any recorded easements.</p>
<input type="checkbox"/>	<p>Letter from water, natural gas, electricity, and sewer service providers – stating that they have adequate capacity to serve the ADU. If the applicant intends to use a private water or sewage disposal service, a letter from the water or sewer service provider shall not be required. Contact Information is provided below.</p>

	<ul style="list-style-type: none"> • Diablo Water District, 87 Carol Ln, Oakley, CA 94561, (925) 625-3798 • Ironhouse Sanitary District, 450 Walnut Meadows Dr, Oakley, CA 94561, (925) 625-2279 • Pacific Gas and Electric Company, (877) 660-6789 • Contra Costa Department of Environmental Health, 2120 94520, Diamond Blvd Ste 100, Concord, CA 94520, (925) 608-5500
<input type="checkbox"/>	<p>Compliance with Ironhouse Sanitary District’s Lateral Installation Requirements – see attached requirements.</p>
<input type="checkbox"/>	<p>Plot Plan – (see ADU Guide for more instructions) drawn to scale and showing:</p> <ul style="list-style-type: none"> • A north arrow to indicate parcel orientation. • Lot dimensions and labels for all property lines. • The location of the primary residence and the ADU on the lot. • The setbacks of all existing and proposed structures on the project site and all structures and improvements located on adjacent lots. For new structures, provide setbacks to the portion of the structure that projects furthest toward the property line. All structures shall be identified. • All easements, building envelopes, and special requirements of the subdivision as shown on the final map and improvement plans. • All other existing improvements, including driveways and parking areas. • A grading plan, indicating how the property is to be graded and drained, if applicable.
<input type="checkbox"/>	<p>Color photos of the site and adjacent properties – the photos shall be taken from each property line of the site to show the site and adjacent sites. Each photograph shall be labeled and reference the site.</p>



Fax
(925) 625-0169

IRONHOUSE SANITARY DISTRICT
450 Walnut Meadows Drive • P.O. BOX 1105 • Oakley, CA 94561

Telephone
(925) 625-2279

LATERAL INSTALLATION REQUIREMENTS

1. Laterals:
 - a. Direct connection into a sewer main is not allowed.
 - a. If installing a 4 inch lateral, use ABS pipe with a minimum slope of 1/4 inch per foot. This is the usual choice for a single family home.
 - b. If installing a 6 inch lateral, the connection must be into a manhole using SDR 26 pipe with a minimum slope of 1%.
2. Cleanouts:
 - a. First cleanout has to be within 18 inches of the foundation. It is required that this cleanout be installed with a backup prevention device. (Non check-valve style)
 - b. After 100 feet, another cleanout. After 135 degrees in accumulative fittings, another cleanout is required.
3. Bends in lateral:
 - a. Within the first 5 feet of a cleanout, you may use 45 degree elbows with 1 foot separation.
 - b. Turns require 22 1/2 degree elbows with 1 foot separation.
4. Stubout connection: To connect to a supplied stub-out, use a rubber 4 band transition coupler with stainless Bands or a rigid coupler with green transition glue.
5. Septic system: Contact Contra Costa County Environmental Health Department for the procedure to shutdown the septic system. (925) 692-2500
6. USA: Underground Service Alert - dial "811"



RESIDENTIAL ADDITION PLAN SUBMITTAL REQUIREMENTS

Before Submittal please contact:

City of Oakley Planning Department: Before starting your project, you are encouraged to check with the Planning Department [925-625-7000](tel:925-625-7000) planninggroup@ci.oakley.ca.us for applicable zoning regulations.

Contra Costa County Public Works Drainage Fees- FeeCollection@pw.cccounty.us, [925-646-1269](tel:925-646-1269) for properties wanting to build accessory structures, pools, residential units etc. Please verify if any drainage fees are due or not and submit to the Building Department at time of plan submittal.

Contra Costa Environmental Health [925-608-5500](tel:925-608-5500): Approval stamp is required for properties that have septic tanks. Copy of approval needs to be turned in to the Building Department at time of plan submittal.

Iron House Sanitary District ironhousesd@isd.us.com [925-625-2279](tel:925-625-2279) for any projects with new plumbing additions, kitchen, bathrooms, sinks etc... need to obtain approval from Iron house Sanitary and submit copy of their approval to the Building Department.

Plan requirements for residential additions:

Preliminary Title Report: A copy of the property's preliminary title report, usually available from your title company and should be submitted along with the plans and permit application for all accessory structures.

After checking with the above agencies and obtaining the necessary approvals, below are the requirements to follow to submit to the Building Department to obtain a Building permit. All permits will be processed electronically, email: **permit application, plans, approvals from outside agencies noted on top** and **Preliminary Title report** to: inspections@ci.oakley.ca.us

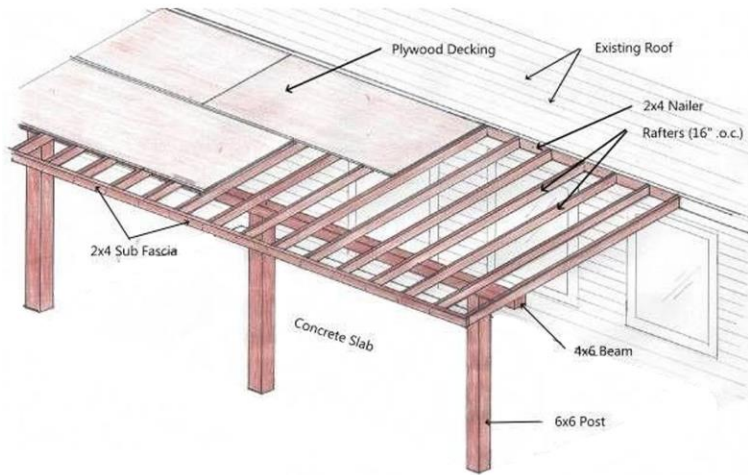
1. **A plot plan:** An aerial view of the entire existing property which includes property lines, the position and dimensions of all existing structures, location of septic systems and easements, and the position and dimensions of the proposed new addition. Include all property line setbacks (in feet and inches), the property owner's name, phone number, and the project address.
2. **A floor plan:** Include the floor plans of existing floors and the proposed addition. Include existing interior and exterior walls, proposed new addition walls, and any existing walls

that will be removed or relocated. Include the use of all the rooms and the location, sizes, and types of all windows and doors (i.e. single hung, sliding, fixed etc.).

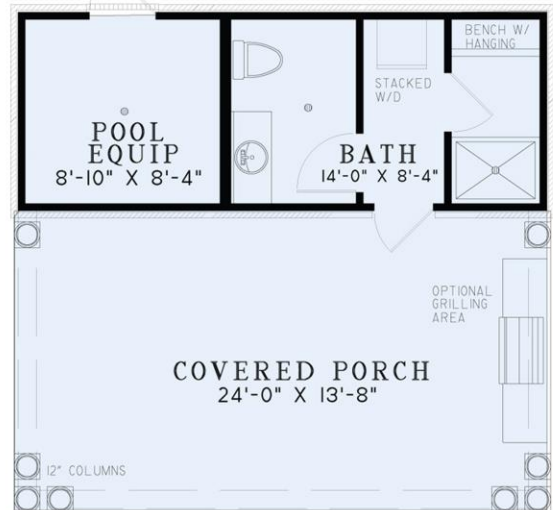
3. **A foundation plan:** Include an overhead view and an elevation view of the proposed slab or raised floor foundations with details and dimensions of footings, concrete reinforcement, and the location of shear walls, hold downs, and posts and girders with subfloor (for raised floor foundations).
4. **A framing plan:** The framing plan includes the general information on the size, type and spacing of lumber and specific information on structural members such as beams, columns, floor trusses etc. Include information on the size and spacing of fasteners, the type and location of hardware, R value of insulation, the drywall, and the exterior sheathing and wall finish.
5. **A roofing plan:** Provide information about the size and spacing of roof rafters, ceiling joists, bracing, sheathing and roof coverings. When trusses are installed, provide two wet stamped sets of engineered truss calculations to the Building Department prior to the roof and shear inspection. Include additional information about attic venting, hardware connections, attic insulation, attic access openings, and HVAC located in the attic.
6. **Electrical, Mechanical and Plumbing:** Generally included on the floor plan or a separate utility floor plan; show the location of all electrical outlets, fixed lighting, electrical subpanels, heat registers, plumbing fixtures, smoke detectors, CO detectors, etc.
7. **Lot Coverage:** In order for the Planning Department to approve the building permit, you must submit the existing and proposed total lot coverage percentage. Lot coverage is obtained by taking the square footage of all covered structures on the lot (Ex. The main home, patio covers, covered porches, tool sheds, other accessory structures, etc.), regardless if they required a permit, and dividing the lot size into that number. With two or more story structures, use the footprint only. A maximum of 40% lot coverage or a maximum total addition of 500 sf. of attached and detached accessory structures is allowed, whichever is greater. **(Ex. 6,000 sf. lot. with a 1,600 sf. house footprint. Adding a 500 sf. detached garage. $(1,600 + 500) / 6,000 = 2,100 / 6,000 = .35$ or 35% lot coverage.)** In addition, an accessory structure shall occupy no more than thirty percent (30%) of a required side and/or rear yard. Please contact the Planning Department to learn more about maximum lot coverage and maximum required yard coverage.
8. **Calculations:** Provide compliance documentation prepared by a qualified design professional to indicate that the building and addition complies the 2022 California Energy Code. Provide structural calculations (wet stamped and signed) prepared by a structural engineer unless the plans clearly indicate compliance with section 2308 (Conventional Light-Frame Construction) of the 2022 California Building Code.
9. **Notes:** After July 1, 2011, newly installed electrical receptacles must be tamper resistant, carbon monoxide (CO) detector must be located on each floor, and arc fault circuit protection has been expanded to include all rooms except kitchens, bathrooms, garages and laundry rooms. Automatic sprinklers are not required for additions when the original dwelling was not equipped with sprinklers.

Below find examples of what your plans should look like:

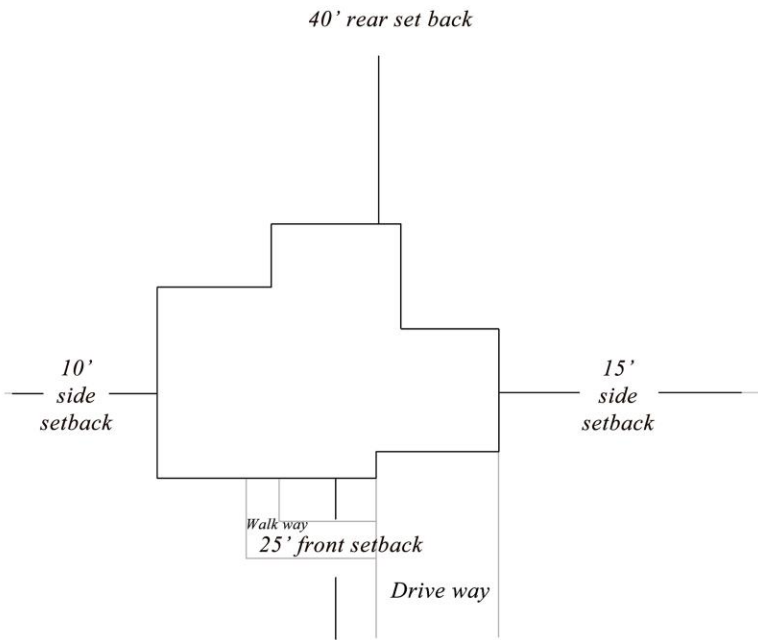
Roof Plan



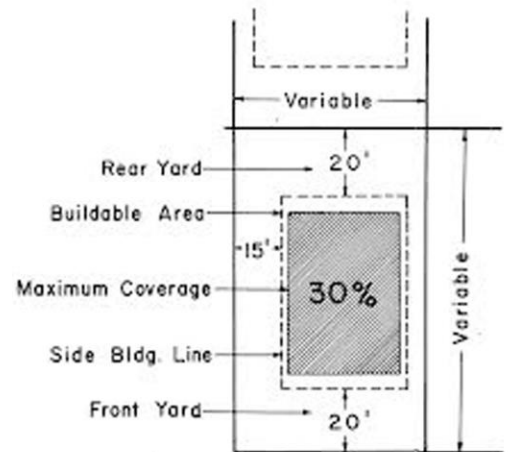
Floor Plan



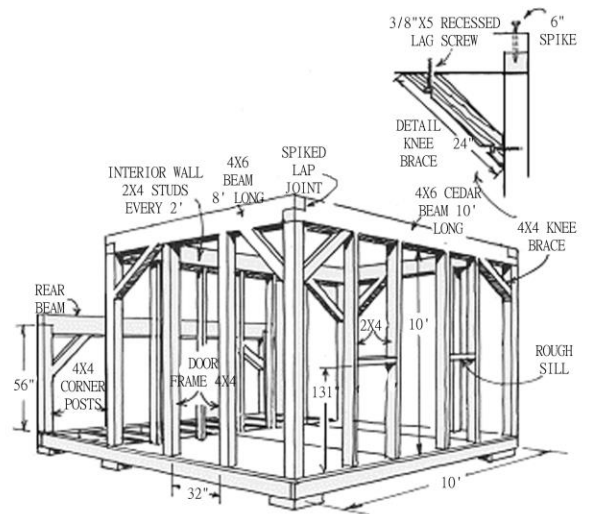
Plot Plan



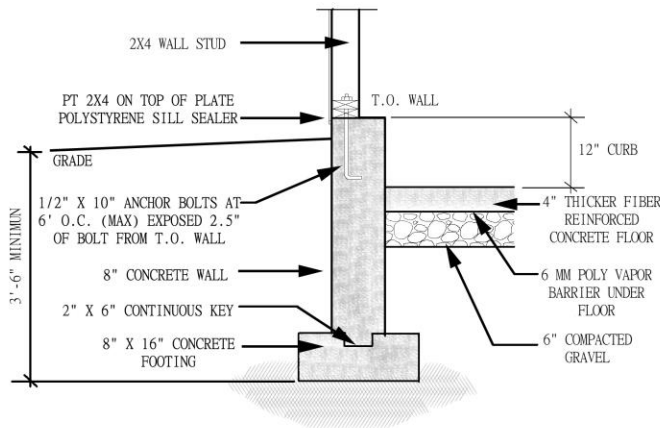
Lot Coverage



Framing plan



Foundation Plan



For more information regarding accessory structures, please visit Oakley Municipal Code section 9.1.1802. The Municipal Code is available on the home page of Oakley's website, located at www.oakleyinfo.com.