



Additions to Single-Family Homes

SUBMITTAL CHECKLIST

City of Hayward Development Services Department

2014 Update

☐ **PLANNING DIVISION PRELIMINARY REVIEW**

Before preparing a submittal package for an addition to a single-family home, it is necessary to discuss the project with a City of Hayward planner to ensure the proposed project will meet setback, lot coverage, building height, and other Zoning Ordinance requirements.

DRAWING SUBMITTAL REQUIREMENTS

☐ **PROVIDE 5 COMPLETE SETS OF PLANS**

Drawings for additions shall be on paper sized not less than 11"x17". All sheets in the set must be the same size. In some cases, fewer sets are acceptable. Please confirm this with a Permit Technician prior to submittal: **510-583-4140**

☐ **TITLE SHEET**

Include a complete description of work, sheet index, applicable codes, designer's contact information and project location map. Include the square footage of any existing buildings on the property that will either remain or be demolished. Include the lot coverage calculation and the area of the new addition.

☐ **SITE PLAN**

Indicate the location of the existing building and addition with dimensions from the face of buildings to property lines. Clearly distinguish the addition from the existing building on the drawing. The site plan can be included on the title sheet.

☐ **PLANS, SECTIONS AND ELEVATIONS**

Provide floor plans at ¼" per foot. Provide elevations that show the addition and the existing house from each side of the building. Provide a building section of the addition.

☐ **T-24 ENERGY REPORT**

A T-24 Energy Report is required for habitable additions to a single family home. The T-24 report shall be incorporated into the set of drawings and submitted separately on at least 2 copies of 8.5"x 11" paper.

☐ **CONSTRUCTION DETAILS**

Provide details as necessary to describe the method of construction for all building elements.

☐ **STRUCTURAL CALCULATIONS** *(If needed per design)*

Structural calculations may be required for additions to single-family homes depending on the design. Provide 2 copies of calculations stamped by an engineer if needed.

LOCAL REQUIREMENTS and ORDINANCES

The following are special ordinances that are specific to Hayward related to building construction:

☐ **BAY AREA AIR QUALITY MANAGEMENT DISTRICT “J NUMBER”**

The Bay Area Air Quality Management District (BAAQMD) regulates the demolition of exterior load bearing walls. Prior to issuance of a demolition permit or the removal of a load bearing wall, the permit applicant must obtain a “J Number” from The Bay Area Air Quality Management District. To determine if your project will require a “J Number”, contact the BAAQMD at: **(415)-749-4762**.

☐ **WOOD BURNING STOVES**

The City of Hayward requires that wood burning stoves meet requirements for particulate emissions set by the EPA. New wood burning stoves shall have an emission limit of 7.5 grams per hour. For more information, see *City Ordinance Article 6* posted online.

☐ **SMOKE AND CARBON MONOXIDE ALARMS**

Any renovation or requiring a permit with a valuation of \$1,000 or more will require the contractor or owner to install smoke detectors and carbon monoxide alarms in the house. Smoke alarms are required in each bedroom, in hallways leading to bedrooms and on each floor of the dwelling. Carbon monoxide alarms are only required in hallways leading to bedrooms and on each floor of the dwelling (including basements). **Smoke and carbon monoxide alarms shall be hard wired with a battery back-up.** Each alarm type must be interconnected so that if one alarm is activated all of the same type will sound.

PERMIT FEES and TAXES: *Verify fee amounts in each category to determine the overall cost of project.*

☐ **BUILDING PERMIT FEES** *(Plan Check portion is due at time of submittal, inspection fees due at time of permit issuance)*

All additions involve building permit fees. The fees are based on the square footage of the work. All the sub-permits (plumbing, mechanical and electrical) are included in the fees for the area of work. To get an estimate of the **building permit fees**, contact a City of Hayward Permit Technician: **510-583-4140**. Make sure you have a complete description of the scope of work, a valuation (cost of the labor and material), and the square footages of the project in order to get an accurate fee estimate.

☐ **FIRE DEPARTMENT** *(Due at time of permit issuance)*

Some additions require a review by the Hayward Fire Department based on their location in the City *(mainly houses in the hills)*. To determine if a Fire Department plan check applies to your project and to get an estimate of the fees, contact the **Hayward Fire Prevention** office at: **510-583-4920**

- ☐ **UTILITY CONNECTION FEES: Water and Sewer.** *(Due at final inspection)*
If an addition involves a new sewer line, increased water demand or increased waste discharge, utility fees may apply depending on the size of the existing service. To verify if the project will be subject to utilities fees, contact the **Public Works Department: 510-583-4727.**

- ☐ **SCHOOL DISTRICT FEES**
The Hayward Unified School District taxes new square footage of habitable space that is 500 or more square feet. To verify if your project will owe school fees, contact the Hayward Unified School District at: **510-784-2600**

PROJECT REVIEW TIMELESS AND TECHNICAL DESIGN CRITERIA

Please refer to our Current Codes and General Information Handout