

## SUBMITTAL CHECKLIST NEW CONSTRUCTION

This checklist provides a general guideline of documents which are normally required to obtain permits related to new construction. Check at the Permit Counter to verify the submittal documents which may be specific to your individual project.

√	# COPIES	DOCUMENT	DESCRIPTION OF DOCUMENT
	4	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.
	2	Boundary Closure	Land Surveyor's boundary closure calculations.
	4	Plot 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.
	3	Construction drawings	Complete set of construction drawings, drawn to scale (minimum scale ¼ inch=foot); including all elevations, specifications, calculations, details, systems, and layouts necessary to demonstrate that the applicable code requirements have been met. Also include landscape, sign, and parking designs (as applicable).
	2	Energy calculations	Title 24 energy documentation.
	2	Structural calculations	Engineered structural calculations (as applicable).
	2	Soil reports	Engineered report of soil conditions (as applicable).
	1	Permit application worksheet	Completed permit application worksheet for applicable permit(s).
	1	Letter from Zoning	Design Review Approval Letter.
	1	Completed Waste Reduction and Recycling Plan (blue form)	Form to document and track recycling and/or disposal of construction debris.
<b>DOCUMENTS REQUIRED AT ISSUANCE</b>			
	1	Proof of Property Ownership	When owner is applicant: grant deed or current property tax receipt.
	1	Contractor's license	Including record of current contractor's license and record of current City of Oakland Business License.
	1	Tree Permit	Permit to remove/protect trees from City.

**NOTE:** ALL BUILDING PERMIT AND SCHOOL FEES ARE DUE UPON SUBMITTAL.