



## PZ-Permit Requirements

### Private Construction of On-Site Infrastructure

#### When is a PZ permit required from Bureau of Building?

A **PZ permit** is required for construction or modification of infrastructure on private property (on-site). For off-site work in the public right-of-way, separate permits will be required from the City Engineer in Public Works. On-site infrastructure may include, but is not limited to storm drainage and other utilities, storm water treatment facilities, accessible elements outside of the building envelope; and, parking lots.

#### A. Application & Fees

1. USE this guide to prepare your **PZ permit** application for submission.
2. Plan checking begins only after estimated permit fees are paid in full.
3. Permit fees are due at the time of application.

#### B. Improvement Plans

1. Project Title, describing work to be performed. (i.e. Parking Lot Reconstruction)
2. Engineer of Record, Name, Registration Stamp, Address and Telephone.
3. Property Owner's Name, Address and Telephone.
4. Location or Vicinity Map identifying the Project Site.
5. Scale (i.e. 1" = 20') and North Arrow (pointing upwards).
6. Flood Zone Boundaries and Flood Zone Designation.
7. Existing and Proposed Elevation Contours.
8. Demolition plan sheet showing existing structures or walls to be demolished.
9. Building Pads with Finished Floor Elevations.
10. Existing and Proposed Infrastructure, including but not limited to; storm drainage, water service, hydrants, utilities, lighting, landscaping and irrigation, ADA path of travel and handicap ramps.
11. Existing and Proposed Property Lines and any Easements.
12. Grading plan sheet with cut and fill quantities in cubic yards.
13. Storm water pollution prevention design for construction and for C3 (if applicable).
14. Erosion controls plan and details.
15. Retaining walls with elevations; bottom of footing, top of footing and top of wall.
16. PZ permit number bottom right corner prior to issuance of permit.

#### C. Reports / Documents Examples

1. Planning Approval Letter with Project "Conditions of Approval" and Matrix.
2. Copy of completed "City of Oakland - Stormwater Supplemental Form" originally submitted to Planning (if applicable).
3. Hydrology and Hydraulic Calculations; with C3 Design (if applicable).
4. SWPPP – Storm Water Pollution Prevention Plan.
5. Geotechnical Report and Soils Report if required.



**D. Engineer's Cost Estimate**

1. Submit Engineer's Cost Estimate for review. Final Approved Estimate must be signed & sealed by the Engineer of Record.

**E. Permit Issuance**

1. All plan checking must be completed. This includes any additional signatures by Oakland Fire, Planning & Zoning, other agencies, as required on the approved plan sets.
2. If overtime plan check was requested than additional overtime fees must be paid in full. Balance of any permit fees owed must be paid in full, such as readjustment and approval of the Engineer's Cost Estimate.
3. Process Coordinator will contact applicant when PZ permit is ready for pick-up.
4. If a Stormwater Treatment Facility is included in the project requirements, applicant shall apply for a Monitoring Permit (GM Permit) prior to PZ permit issuance.

**F. Permit Inspection**

1. Contractor/Applicant must call to schedule all permit inspections.
2. Contractor/Applicant must call to schedule Pre-Construction Meeting if required.

**G. Final Approval and Sign-Off**

1. All Punch-List Items have been completed to the satisfaction of the Inspector.
2. The Stormwater Maintenance Agreement which is companion to the GM Permit will be required to be signed and recorded prior to inspections final.
3. Any outstanding fees owed to the City must be paid in full.