



PERMIT APPLICATION

PZ Permit / On-site Infrastructure

PZB-Building / PZP-Plumbing / PZE-Electrical

Planning and Building Department
 250 Frank H. Ogawa Plaza
 2nd Floor, Suite 2114
 Oakland, CA 94612
 Tel (510) 238-3443
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 Hours:
 8 am-4pm M,Tu,Th,F
 9:30 am-4 pm Wed

PLEASE COMPLETE ALL INFORMATION. INCOMPLETE APPLICATIONS MAY BE ASKED TO GET A NEW NUMBER. INACCURATE INFORMATION MAY LEAD TO SUSPENSION OF THE PERMIT.

PROJECT ADDRESS / JOB LOCATION	ACCESSOR'S PARCEL NO.	FLOOD ZONE _____ FIRM No. _____
PROPERTY OWNER'S NAME	PROPERTY OWNER'S PHONE NUMBER	
PROPERTY OWNER'S ADDRESS (street, city and zip code)		
APPLICANT'S REPRESENTATIVE NAME	PHONE NUMBER	*EMAIL
<i>*Note: Plan Check Comments are "Emailed" to the Applicant's Representative.</i>		
CIVIL ENGINEER NAME / FIRM	PHONE NUMBER	EMAIL
CONTRACTOR NAME AND LICENSE NUMBER	PHONE NUMBER	EMAIL
IS THIS APPLICATION RELATED TO ANY OTHER PERMIT? TO ANY OTHER COMPLAINT? <input type="radio"/> YES <input type="radio"/> NO	IF YES, LIST ALL PERMIT #'s (Creek Permit, Tree Permit, Building Permit) PLANNING CASE FILE # OR COMPLAINT #:	
DESCRIPTION OF WORK / TITLE OF PLANS:		
IS PROPERTY BEING SUBDIVIDED or MERGED? <input type="radio"/> YES <input type="radio"/> NO IF YES, Complete: Tentative (or Vesting Map) Approved Date: ____/____/____ (mm/dd/yy) Map Number: _____ When was the Parcel Map, Final (Tract) Map, Condominium Map, or Parcel Map Waiver (Lot Line Adjustment) submitted for review to Oakland Public Works City Surveyor/City Engineer? Date: ____/____/____ (mm/dd/yy)	PRELIMINARY ENGINEER'S TOTAL COST ESTIMATE FOR PROPOSED WORK \$ _____ <i>Permit fees must be paid in full prior to processing application and beginning plan checking.</i>	
CHECK ALL ITEMS SUBMITTED WITH THIS APPLICATION: <i>Note: Items 1, 2 are required to begin any plan checking. Item 3 - Include complete copy of the Planning Approval Letter with the Project Conditions of Approval.</i>		
1) Project Plans (3 sets Required)	6) Sanitary Sewer Calculations	11) Approved Tentative Map (or VTM)
2) Engineer's Cost Estimate Itemized	7) SWPPP	12) Parcel Map or Waiver (Lot Line Adj.)
3) Project Conditions of Approval	8) Soils Report	13) Final (Tract) Map
4) Stormwater Supplemental Form	9) Geotechnical Report	14) Condominium Map
5) Hydrology & Hydraulic Calcs.	10) Preliminary Title Report	15) Other:
If plans include any features, structures, or improvements listed below a separate PZ sub-permit may be required. 1) Outdoor Staircases / Railings / Sumps / Tanks / Retaining Walls *PZB-Building 2) Pumps / Grease or Sand Interceptors / Graywater Systems *PZP-Plumbing 3) Conduits for Site Lighting / Temporary Power / Pump Controls *PZE-Electrical * Special inspection services may require a separate sub permit(s); PZB, PZP or PZE permit(s). After further review of the plans received City Staff may determine that a PZB, PZP and/or PZE sub-permit(s) is required. Additional fees may also apply.		Please sign and date your completed application. SIGNATURE OF APPLICANT DATE _____ Please initial and date the refund section below & submit.

I ACKNOWLEDGE THAT REFUNDS ARE LIMITED PER Section 107.6 of O.B.C.. _____ INITIAL _____ DATE _____



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.