



# ALBANY CALIFORNIA

## SUBMITTAL REQUIREMENTS CHECKLIST FOR RESIDENTIAL ADDITIONS

As part of the application, the following requirements must be included, and each box checked by the applicant certifying that requirements have been satisfied. All items should be submitted in PDF format via email attachment or fileshare to [permits@albanyca.org](mailto:permits@albanyca.org).

**\*\*If documents are missing, the submittal will not be accepted.\*\***

- Completed City of Albany Building Permit Application**
- Completed Fire Safety Requirements Checklist** [contact Fire Dept. at (510) 528-5775 or [FireInspector@albanyca.org](mailto:FireInspector@albanyca.org) for fire safety review meeting, prior to Building Permit submittal.]
- PDF version of complete construction plans & documents (via e-mail attachment or file-share)**
- Plans must also include the following on separate pages:**
  - o Drainage plan, including City-specific Cross Drain detail
  - o Public Works Conditions
  - o Title 24 Energy calculations
  - o Signed Notice of Action – for projects with Design Review approval
  - o Completed Albany Green Building Checklist & Worksheets – can be found at [www.albanyca.org/departments/planning-zoning/green-building-program](http://www.albanyca.org/departments/planning-zoning/green-building-program)

*Plans shall meet professional drafting standards.*

- Structural calculations (if applicable)**
- Survey Map (additions; all ADUs) – Must be prepared and stamped/signed by licensed surveyor**
- Completed Stormwater Requirements Checklist**
- Pump information** (if sump or sewage ejector pumps are proposed)
- Soils Report and/or Engineer's Conformance Letter**
- Any supporting documents (project manual, product specification sheets, etc.)**
- Define Work Areas-** Diagrammatic Floor Plan showing/defining & quantifying all work areas for all projects involving a combination of additions and remodeling of existing areas

**\*\*The following item is not required, but is strongly recommended\*\***

- BMP-** Construction Best Management Practices sheet (include with construction plans)

Please check each box indicating you have included all the above information and understand that your application will not be processed until all the information is included.

**I have included the above information and understand that if there any incomplete information, my application will not be processed.**

X \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_