



CITY OF ORINDA BUILDING PERMIT APPLICATION CHECKLIST

Please submit plans with the information required below, CLEARLY AND LEGIBLY DRAWN to scale and a copy of this checklist with a check mark next to each required item. Please submit three (3) sets of plans; *unless substantiated to the satisfaction of the City as not being pertinent to the application, the absence of any required item can result in the denial of your request for a Building Permit.*

1. SITE PLAN

- Required: _____ a. North arrow, legend, and scale.
_____ b. All property lines and dimensions.
_____ c. Indicate all required setbacks.
_____ d. All public and private roads, street names, right-of-ways and on-site easements.
_____ e. Footprint of all existing and proposed buildings with new building dimensions to all property lines.
_____ f. Existing and proposed retaining walls and fences.
_____ g. Indicate location of existing and proposed sanitary sewers.
_____ h. Covered and uncovered parking stalls and driveways.
_____ i. All proposed public or private improvements to be installed within the road right-of-way.
_____ j. Location, dripline, trunk diameter and species of all existing trees with a trunk diameter of six (6) inches or greater within 50 feet of any site improvement, with trees that are proposed to be removed marked with an "X". *NOTE: tree removal may be regulated by City ordinance. Please discuss plans for tree removals with staff prior to removing or severely pruning any trees.*
_____ k. Note whether or not the existing main structure currently has fire sprinklers (if applicable).

Additional requirements as requested by City staff:

- _____ l. Vicinity map showing sufficient information to locate the parcel and distances between existing and proposed buildings to all adjacent residences.
_____ m. Average slope calculations for the parcel.
_____ n. Areas subject to inundation or ponding.
_____ o. Arborist report if construction activities will be within 10 feet of the dripline of a protected tree.

2. AREA CALCULATIONS:

- Required: _____ a. Gross Floor Area (show existing and proposed) - total horizontal area in square feet of each floor within the *exterior* walls of all buildings on a parcel, as measured at the exterior face of the enclosing walls. Gross floor area includes attached and detached primary accessory buildings, garages, carport roof coverage and space which is capable of being developed as habitable area (including basements, attics, crawl spaces with significant headroom, lofts, accessory buildings, etc.
_____ b. Adjusted Floor Area (show existing and proposed) – Gross floor area as measured above, subtracting 400 sq. ft. of the garage/carport's floor area if such is existing or proposed. Garage areas in excess of 400 sq. ft. shall be included as part of the adjusted floor area calculation.
_____ c. Net Parcel Area - total horizontal area included within the property lines of a parcel, excluding area within vehicular rights-of-way and vehicular easements serving 4 or more parcels.
_____ d. Floor area ratio (show existing and proposed) – gross building floor area divided by the net site area.
_____ e. New impervious surface calculations for any proposed additions of 100 square feet or more of new impervious surface.

3. EXTERIOR BUILDING ELEVATIONS:

- Required: _____ a. All proposed exterior elevations showing existing and proposed exterior walls, roof, architectural features, doors, windows, trim, down spouts, exterior wall, roofing materials.
_____ b. Indicate both colors and materials for all exterior walls, trim, and roofing.
_____ c. Include full exterior dimensions.
_____ d. Building section(s) indicating building height and eave height to the proposed or existing grade.

- _____ e. Retaining wall and fence elevations/profiles, indicating heights, colors, and materials.
- _____ *Additional requirements as requested City staff:*
- _____ f. Profile of existing and finished grades.

4. FLOOR PLAN(S):

- Required:*
- _____ a. All proposed usable floor level area (including basements, attics, detached accessory structures, etc.)
 - _____ b. All areas to be demolished with proposed walls and existing walls clearly indicated.
 - _____ c. All proposed rooms clearly identified and labeled for each floor level.
 - _____ d. All proposed decks, balconies, porches, garages/carports, etc.
 - _____ e. Exterior building dimensions.
 - _____ f. Doors, windows, bay windows, chimneys, stairways, etc.

5. LANDSCAPE PLANS: [Construction of a new residential or commercial structure must include a landscape plan. Construction of an addition or a remodel of a residential or commercial structure must include a landscape plan when the proposed addition or remodel will have a significant effect on existing landscaping or has a construction value of \$50,000 or more. In addition, as a condition of approval of any permit or design review, a landscaping plan may be required. In all cases, riparian landscape restoration shall be required if the subject property includes or is bordered by a watercourse as defined in OMC Title 18. No fence may be constructed in the front yard or a side yard with street frontage without landscape plan approval when landscaping is required under OMC Section 17.4.27(B)(1).]

- _____ a. North arrow, legend, and scale
- _____ b. Include vegetation key with the following information, for both existing and proposed landscaping:
 - i. Species
 - ii. Common Name
 - iii. Number
 - iv. Size
 - v. Method of Irrigation

6. DRAINAGE AND GRADING PLANS (refer to Drainage Permit Procedures to determine if your project requires drainage plans; Grading Plans are required for projects involving 50 cubic yards or more of earthwork)

- Required:*
- _____ a. Note on plans if there are no drainage improvements proposed.
 - _____ b. **Three separate sets of the grading and/or drainage plans are required for projects requiring drainage and/or grading permits** (these three separate sets are in addition to the three sets of the entire plans.)
 - _____ c. All items listed under SITE PLAN.
 - _____ d. Topographic contours of existing and proposed ground surface based on a topographic survey (survey preparation by a licensed surveyor may be required).
 - _____ e. Existing and proposed surface and subsurface drainage facilities and watercourses including but not limited to creeks, swales, drainage ditches, discharge facilities, dissipaters, catchbasins, and subsurface drainage pipes. Also indicate septic tanks, septic tank drain fields, retaining walls, and other protective devices to be constructed with, or as part of, or subsequent to the proposed work.
 - _____ f. Areas subject to inundation or ponding.
 - _____ g. Detail methods proposed to intercept and carry off surface and subsurface water.
 - _____ h. Include details of engineered treatment at discharge points and pipe specifications (size, material, etc.).
 - _____ i. Drainage across interior lot lines creating cross-lot drainage is not permitted nor changes in the drainage pattern which alter or increase the quantity which discharges to adjoining properties.
 - _____ j. Hydrologic calculations and plans stamped by a California licensed professional are required for new homes or additions of 1,500 square feet or more.
 - _____ k. Existing and proposed grading contours if grading is more than 50 cubic yards (note on plans if grading is less than 50 cubic yards). Grading will not be allowed between October 15th and April 15th of any year without preparation and approval of an erosion control plan.

7. RENOVATION PROJECTS:

- Required: _____ a. As built site plan stamped by licensed professional (survey of portions of walls that will be removed and replaced)
- _____ b. As built elevations including all dimensions, including doors and windows
- _____ c. As built floor plans
- _____ d. Existing and proposed landscape plan
- _____ e. Photographs of each elevation

8. OTHER REQUIREMENTS:

- _____ a. For all new single-family residences and commercial buildings and at the discretion of City staff for residential additions, a Soils Report or Soils Reconnaissance Letter from a certified geotechnical engineer is required to determine the manner in which grading, drainage and building conditions should be met.
- _____ b. Written approval by local homeowner's association design review board (if applicable) of project design is *strongly* recommended.
- _____ c. Recorded deed (if not listed as current owner).
- _____ d. Health Department & and/or Sanitary clearance
- _____ e. Resource agency authorizations/permits
- _____ f. Central Contra Costa Sanitary District Approval
- _____ g. Moraga-Orinda Fire District Approval is required for:
- New single family residences
 - Additions/Alterations/Remodels where the aggregate scope of work equals 50% or more of the existing building
 - Projects where there is a change in access to the property/building
 - Commercial properties