
Submittal Requirements-Residential Projects

New One- and Two-Family Residence:

- ❑ (1) Permit application
- ❑ (3) Three sets of signed construction drawings (minimum size 18" x 24")
- ❑ (3) Three sets of fire sprinkler plans (This can be a deferred submittal)
- ❑ (1) One coversheet and Floor Plan to scale with exterior dimensions on 11"x 17"
- ❑ (1) One site plan to scale on 11" x 17" showing street frontage and adjacent lots with addresses (This is only needed if your lot does not have an address already assigned)
- ❑ (2) Two sets of Structural Calculations
- ❑ (2) Two sets of Energy Calculations (Title-24 Documentation)
- ❑ (2) Two sets of Truss Calculations (If manufactured trusses are being utilized)
- ❑ (2) Copies of a soils report (Permit Center staff can determine if this is required for your project)
- ❑ (1) Stormwater Checklist – Single Family Dwelling
- ❑ (1) Zone 7 Impervious Surface Worksheet

Additions:

- ❑ (1) Permit application
- ❑ (2) Two sets of signed construction drawings
- ❑ (3) sets of fire sprinkler plans. If existing house is already fire sprinklered, this can be a deferred submittal
- ❑ (1) One coversheet and Floor Plan to scale with exterior dimensions on 11"x 17"
- ❑ (2) Two sets of Structural Calculations (Exception: Existing buildings and additions that meet conventional light-frame construction are not required to be engineered. Permit Center staff can determine if this exception applies to your project)
- ❑ (2) Two sets of Energy Calculations (Title-24 Documentation)
- ❑ (2) Two sets of Truss Calculations (If manufactured trusses are being utilized)
- ❑ (1) Stormwater Checklist – Single Family Dwelling
- ❑ (1) Zone 7 Impervious Surface Worksheet

Alterations and Remodels:

- ❑ (1) Permit application
- ❑ (2) Two sets of signed construction plans
- ❑ (2) Two sets of structural calculations (Only if bearing walls are being altered or removed; or other structural elements are being altered)
- ❑ (3) sets of fire sprinkler (If existing system is being altered. This can be a deferred submittal)

Note:

* When a second story addition is being built over an existing first story, plans must be designed and stamped by a licensed architect or engineer. (Exception: Existing buildings and additions that meet conventional light-frame construction are not required to be engineered. Permit Center staff can determine if this exception applies to your project)

Accessory Dwelling Units (ADU):

- ❑ Submit through [Online Permitting](#) with the documents listed above in “Additions”
- ❑ [Address Assignment Application](#) and Site Plan



Application for Construction Permit - Email to: permitcenter@LivermoreCA.gov
Application for Solar PV Submittals & Energy Storage Systems - SEE "ONLINE PERMITTING"

-For Office Use Only-

Date Received: _____ Permit Number: _____ Bin Number: _____
Date Ready to Issue: _____ Total Fees Required _____
Date Applicant Contacted: _____ Contacted By: _____

Project Address: _____ **APN #** _____

Applicant's Name: _____ Telephone # _____

Applicant's Address: _____ City _____ State _____ Zip Code _____

Email address: _____

PROPERTY OWNER:

Name: _____

Address: _____

City/Zip: _____

Telephone Number: _____

email address: _____

CONTRACTOR (If owner/builder, check here)

Name: _____

Address: _____

City/Zip: _____

Telephone Number: _____

email address: _____

State License Number: _____

Type: _____

Tenant Name: _____

Telephone Number: _____

Architect/Engineer Name: _____

Email address: _____

Telephone Number: _____

Project is: Residential ☐ Commercial ☐ Industrial ☐ Educational ☐ PV ☐ EV ☐ ADU ☐
Type of Work is: New Building/Structure ☐ Addition ☐ Tenant Improvement ☐ Deck/Patio Cover ☐ Other ☐

Description of proposed work: _____

_____ **Project Valuation \$** _____

(Valuation is Required for Building Permits)

Occupancy Use: _____ **Type of Construction:** _____ **Number of Stories:** _____ **Zoning Use:** _____

Fire Sprinklers: (Existing Buildings only) Do any of the Buildings have fire sprinklers? **Yes** ☐ **No** ☐

Print Applicant Name: _____

Applicant's Signature: _____

Job Address		Permit Number	
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Description of work	
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WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

- ☐ I have and will maintain a certificate of consent to self-insure for worker's compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
- ☐ I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier	
Policy Number	

Verified By:	
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(This section need not be completed if the permit is for one hundred dollars (\$100) or less).

- ☐ I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the worker's compensation laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Date:		Signature:	
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WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm under the penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

License Class		License Number	
Expiration Date		Contractor Signature	

OWNER/BUILDER DECLARATION

I hereby affirm under the penalty of perjury that I am exempt from the contractor's License Law for the following reason (Section 7031.5, California Business and Professions Code; Any City which requires a permit to construct, alter, improve, demolish or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he is a licensed contractor pursuant to the provisions of the Contractor's License Law (Chapter 9 (Commencing with Section 7000) of Division 3 of the B & PC) or that he is exempt therefrom and the basis for the alleged exception. Any violations of Section 7031.5 by any applicant for a permit subject the applicant to a civil penalty of not more than five hundred dollars (\$500.00).):

- ☐ I, as owner of the property, or my employees with wages as their sole compensation, will do the work and the structure is not intended or offered for sale (Section 7044, B & PC: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or through his own employees, provided that such improvements are not intended or offered for sale. If however, the building or improvement is sold with one year of completion, the owner/builder will have the burden of proving that he did not build or improve for the purpose of sale).
- ☐ I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Section 7044, B & PC: The Contractor's License Law does not apply to an owner of contracts for such projects with a contractor(s) licensed pursuant to the Contractor's License Law).

- ☐ I am exempt under Section B&PC for this reason:

Date:		Signature of Owner:	
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IMPORTANT

Application is hereby made to the City of Livermore for a permit subject to the conditions and restrictions set forth on the front and rear faces of this application.

- Each person upon whose behalf this application is made and each person at whose request and for whose benefit work is performed under or pursuant to any permit issued as a result of this application agrees to defend, indemnify and hold the City of Livermore, elected officials, officers, directors, employees, agents and volunteers harmless from and against any and all loss, liability, damage, including reasonable attorney fees and/or court costs, arising out of the performance of this contract, except for the sole negligence of the City of Livermore, its elected officials, officers, directors, employed, agents and volunteers.

CONSTRUCTION LENDING AGENCY

I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3907, Civil Code).

Lender's Name	
Lender's Address	

I certify that I have read the attached application and state that the above information is correct. I agree to comply with all City and County Ordinances and State laws relating to the building construction and hereby authorize representatives of this City to enter upon the above mentioned property for inspection purposes, my signature below constitutes signature of the permit when issued.

Signature of Owner or Contractor	Date:
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DEVELOPMENT IMPACT FEE IMPERVIOUS SURFACE WORKSHEET



Development and Building Application Information

Complete at both: 1) development application stage (Tract/Parcel Map) and 2) building application stage (Building Permit Application)

(Circle One) City of : Dublin | Livermore | Pleasanton or
Alameda County (Unincorporated Areas of Amador-Livermore Valley)

Date of Application: _____ **Date of Transaction:** _____

Type of Application: ☐ Site Development Review (Parcel/Tentative/Vesting/Tract Map) ☐ Building Permit

Project Location or Address*: _____, CA
(Please attach a project location map with application)

Project Type: ☐ Commercial ☐ Industrial ☐ Residential

Applicant's Name: _____
☐ Owner ☐ Contractor ☐ Engineer/Architect ☐ Developer

Applicant's Address: _____

Applicant's Phone: _____ **Fax:** _____

Email: _____

Parcel/Tract No.: _____ **Lot No.:** _____ **APN #** _____

Total Lot (or Parcel/Tract) Area in Sq.Ft*: _____

(Please attach a plot plan identifying the total impervious areas for each lot or parcel/tract)

Impervious Surface* Descriptions	Pre-Project Condition of Lot or Parcel/Tract in Sq.Ft. (If Applicable)	Proposed Post-Project Condition of Lot or Parcel/Tract in Sq.Ft.
Building(s) Footprint (Including Attached Garage)		
Driveway(s), Patio(s), Parking Lot, Impervious Decking(s)		
Detached Garage(s), Carport(s), Shed(s), Other Misc. Structures		
Accessory Dwelling Unit (ADU)		**
Off-lot Impervious Surface (Streets, Sidewalks)	N/A	
Total Impervious Surfaces on Lot (or Parcel/Tract) in Square Feet		***

* For explanations or interpretations of impervious surfaces, contact Jeff Tang of Zone 7 at 925-454-5075 (jtang@zone7water.com)

** ADU area of 750 Sq.Ft. or less are not assessed DIF, as of 1/1/2020 in accordance to CA SB-13.

*** Indicates field required by NPDES permit provision C.3.n.i. Other permit requirements and forms may also apply.

I declare under penalty of perjury, that to the best of my knowledge, the square footage presented herein is accurate and complete. The corresponding application(s) will be **CANCELLED** if the Impervious Surface Square Footage is (are) found to be misrepresented.

Signature of Applicant _____	Date _____
For Office Use Only – To be filled out by City/ County staff	
Form received at Building counter and Amount Due calculated By: _____ Date: _____	
Total Impervious Sq. Ft.: _____ x \$1.00 (Effective 1/1/2020) =	\$ _____ Amount Due
1% Administration Fee Retained by Collecting Agency = \$ _____	

DEVELOPMENT IMPACT FEE IMPERVIOUS SURFACE WORKSHEET

"Impervious Surface" means the total area of a parcel of real property covered by an impervious surface. An "impervious surface" is any surface on or in any parcel that reduces the rate of natural infiltration of storm water into the soil, including, but not limited to, any area occupied by buildings, structures, driveways, streets, sidewalks, asphalt, concrete, compacted gravel, or other non-porous or semi-porous substance.

Single Family Residential Lot

CLEAN WATER SITE MEASURES DECLARATION

Applicant: Complete the following section and attach it to the Building Permit Application.

Project Address: _____ Date: _____

Note: See Building Permit Application Form for the project description and other details.

I Site Measures for Single Family Residential Lot

A. Site Measures

- i Direct roof runoff into cisterns or rain barrels and use for irrigation or other acceptable non-potable use.
- i Direct roof runoff onto vegetated areas.
- i Direct runoff from sidewalks, walkways, and/or patios onto vegetated areas.
- i Direct runoff from driveways and/or uncovered parking areas onto vegetated areas.
Construct sidewalks, walkways, and/or patios with permeable surfaces.
- i Construct driveways and/or uncovered parking areas with permeable surfaces.

B. Impervious Surface is any surface that cannot be easily penetrated by water, such as roofed areas, driveways, pavements, accessory buildings/shep.s, compacted soils, or rock outcrops.

C. Resources: Please visit Alameda County Clean Water Program at: <http://acgov.org/pwa/programs/water.htm>

I Project Type Declaration

D Regulated Project Tract# _____ or Parcel Map# _____

- The project is part of a larger development (Regulated) project and must comply with all storm water design requirements. Complete the C3 Stormwater Requirements Checklist Form and attach it to the Building Permit Application.

D Small Project:

- The project will create/replace 2,500 square feet or more of impervious surface on the site.

Note: Incorporating one or more of the Site Measures into the project is required and must be shown on the plans. All impervious surfaces must be treated to the Maximum Extent practicable.

D All Other Projects:

- The project will **not** create/replace 2,500 square feet or more of impervious surface on the site.

Note: Incorporating Site Measures into the project is highly encouraged. All impervious surfaces must be treated to the Maximum Extent practicable

Acknowledgement

I am the project Downer/Tenant ☐ Arch/Eng/Designer ☐ Contractor ☐ Other (Please Specify) _____

I have read, understand and agree with the above clean water provisions and I will take one copy of this form to the property owner, designer, and contractor for their use.

Signature _____ Date: _____ Print Name: _____

FOR OFFICIAL USE ONLY

Engineering Staff Verification

Project APN#: _____

I checked the plan and, to the best of my knowledge, this project is a: **O Regulated** **O Small** **D Other** project.

Signature _____ Date: _____ Print Name: _____

Engineering Staff Enter Permit#

REQUEST FOR NEW/CHANGE ADDRESS

BUILDING DIVISION

The City of Livermore Building Division is responsible for issuing all addresses within the city limits. Address requests for new commercial and/or residential units may be submitted by the property owner. An authorized agent may request an address if a letter of authorization from the owner or management company is provided.

PLEASE INCLUDE AN 8.5x11 OR 11x17 EXHIBIT DEPICTING THE LOCATION OF THE BUILDING(S), STRUCTURE(S) OR METER(S) BEING ADDRESSED

☐ New address ☐ Change of Address FEE: \$490 PER ADDRESS (Resolution 2008-123)

APPLICANT	
☐ PROPERTY OWNER	☐ AUTHORIZED AGENT
NAME _____	
PROPERTY ADDRESS _____	
PHONE _____	EMAIL _____
PROJECT INFORMATION	
ASSESSOR'S PARCEL NUMBER(S) _____	
ASSOCIATED BUILDING PERMIT # _____	
TRACT NUMBER(S) _____	NUMBER OF LOT(S) _____
☐ NEW BUILDING ☐ ACCESSORY DWELLING UNIT ☐ UTILITY METER	
☐ OTHER (explain below) _____	
<u>PURPOSE OF REQUEST:</u> _____ _____ _____	

I declare under penalty of perjury that I am the property owner or authorized agent for the address listed above and I personally completed this form and certify its accuracy. I understand that installation of new mail receptacles may be required and that the issuance of an address does not constitute approval for construction.

***Separate addresses are not provided for JADUs (Junior Accessory Dwelling Units)**

NOTE: The official address will not be finalized; any building permits associated with address request will not be issued until applicable fees are paid.

Signature _____ Date _____

Office use: Assigned address _____ Date _____

Criteria Checklist for **Junior Accessory Dwelling Units (JADUs)**

Definition of JADU: a unit not more than 500 square feet in size and contained entirely within an existing single-family structure. A JADU may include separate sanitation facilities or share sanitation facilities within the existing structure.

	CRITERIA
LOCATION	
	☐ Permitted in all residential zoning districts (this includes mixed-use and residential Planned Developments).
	☐ Located entirely within existing walls of primary single-family structure.
SIZE	
	☐ No minimum lot size.
	☐ No more than 500 square feet in size.
ATTRIBUTES	
Separate Entrance	☐ Includes separate entrance (from main entrance)
Efficiency Kitchen	☐ Must include efficiency kitchen with following: ☐ Sink with maximum waste line diameter of 1.5 inches. ☐ Cooking facility with appliances that do not require electrical service greater than 120 volts, or natural or propane gas. ☐ Food preparation counter and storage cabinets.
PARKING	
	☐ No additional spaces required.
DEED RESTRICTION	
	Requires recordation of a deed restriction, which shall run with the land, to be filed with the permitting agency and which includes: ☐ A prohibition on the sale of the unit separate from the sale of the single-family residence. ☐ Statement that deed restriction may be enforced against future purchasers. ☐ Restriction on size and attributes of JADU consistent with state legislation.



Criteria Checklist for **Accessory Dwelling Units (ADUs)**

Definition of ADU: a detached or attached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multi-family dwelling is or will be situated.

CRITERIA

ALLOWED USE	
	☐ Permitted in all residential zoning districts (this includes multi-family, mixed-use and residential Planned Developments).
LOCATION	
	☐ Must be located on same lot <i>with an existing or proposed primary dwelling unit</i> .
	☐ May be detached or located in attached garages, storage areas, or similar uses, or an accessory structure.
	☐ May be located in portions of existing multi-family dwellings not used as livable space such as storage rooms, boiler rooms, passageways, attics, basements, or garages so long as complies with state building standards for dwellings.
	☐ Detached ADUs must be located to the rear of the existing primary dwelling.
NUMBER PERMITTED	
<i>With Single-family dwelling</i>	☐ One (1) attached ADU OR one (1) JADU, or one (1) detached ADU AND one (1) JADU subject to following (JADU can only be conversion of existing interior space): ○ Located within space of single-family dwelling or within accessory structure and includes expansion of not more than 150 square feet for ingress or egress only. ○ Space has exterior access from single-family unit. ○ Setbacks sufficient for fire and safety. ○ JADU complies with state requirements
<i>With Multi-family dwelling</i>	☐ Must allow up to 25% of existing multi-family units to convert existing space. For example, if 20 existing multi-family units, up to five (5) ADUs could be established within the existing living space.
	☐ No more than 2 detached ADUs per Multi-Family lot.

UNIT SIZE	
<i>Minimum ADU unit size</i>	☐ Must be no less than 150 square feet.
<i>Attached unit</i>	☐ Cannot exceed 50% of primary structures (excluding accessory and garage structures of the primary unit) subject to lot coverage and/or FAR requirements of underlying zoning district. <i>City must allow up to 800 square feet in size regardless of existing house size or lot coverage or FAR requirements of underlying zoning district.</i>
<i>Detached unit</i>	☐ Cannot exceed 1,200 square feet subject to lot coverage and/or FAR requirements of underlying zoning district. <i>City must allow up to 800 square feet in size regardless of lot coverage or FAR requirements of underlying zoning district.</i>
LOT SIZE	
	☐ No minimum lot size is required.
SETBACKS	
<i>Existing living area or converted accessory structure</i>	☐ No additional setback beyond existing. <i>Note: This also applies to structures constructed in same location and to same dimensions as an old structure (rebuild).</i>
<i>New structure</i>	☐ 4-foot rear, side, and street side. <i>Note: This also applies to a new structure constructed above a garage.</i> ☐ Front: 15-feet unless underlying zoning district is less restrictive, then underlying zoning setbacks would apply. ☐ If new garage is constructed with and attached to ADU (whether one or two story), garage portion must meet all Accessory Structure standards (e.g., setbacks, size, etc.) per LDC Section 4.02.030.
<i>Building separation</i>	☐ Minimum 3-foot separation between detached ADU and primary dwelling (unless greater setback is required by Building Code).
HEIGHT	
<i>Single-story, detached</i>	☐ 16-foot maximum height. ☐ Measured to highest point of roof.
<i>Single-story, attached</i>	☐ Subject to underlying zoning district but must allow at least 16-feet in height.
<i>Two-story, detached or unit above existing garage</i>	☐ Subject to underlying zoning district height limit. ☐ Height is measured per LDC Part 11, Height definition. Garage portion must meet all Accessory Structure standards.
PARKING	
	☐ 1 space per unit or bedroom, whichever is less.
	☐ No parking required for ADUs within: ○ ½-mile walking distance of transit (includes local bus stops and ACE Train). ○ a historic district. ○ An existing primary residence or existing accessory structure. Or where: ○ on-street parking permit is required but not offered to the inhabitant of the ADU.

	○ a documented carshare vehicle is located within one block.
	☐ May be tandem on driveway or in setback areas (unless finding is made that proposed parking area is not feasible due to life safety reasons).
<i>Garage, carport or parking structure conversion</i>	☐ No replacement parking required.
DESIGN	
	☐ Colors, materials, roof forms, and window trim to match those of existing primary dwelling.
	☐ Access to an attached ADU shall not be located on the front of the primary dwelling.
OTHER GENERAL CRITERIA	
Sale and Renting	☐ ADUs shall not be sold separately from the property and primary dwelling but may be rented. ☐ ADU's may be rented for a period no less than 30-days.
Occupancy	☐ Owner occupancy is not required for either the primary dwelling or the ADU or JADU (this section of new legislation to be repealed January 2025). ☐ For new units, the City cannot issue a Certificate of Occupancy for an ADU before it issues one for the primary dwelling.
Impact Fees	☐ For units <u>less than 750 square feet in size</u> , no impact fees will be charged. ☐ For units <u>750 square feet or larger</u> , impact fees will be proportional to the main house.
Fire Sprinklers	☐ Fire sprinklers cannot be required if they are not required for the primary dwelling.