



Current Codes & Permit Process

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ADOPTED BUILDING CODES ENFORCED IN HAYWARD

Please see the Hayward Municipal Code on the City's website for all local amendments and other ordinances that may have an impact on your project. The primary building codes and local amendments to the codes are noted here below.

- **2019 California Building Code**
- **2019 California Residential Code**
- **2019 California Electrical Code**
- **2019 California Plumbing Code**
- **2019 California Mechanical Code**
- **2019 California Energy Code**
- **2019 California Green Building Standards Code "CalGreen"**
- **The City of Hayward Reach Code***

The California codes are now published for free online. The current version of the building code can be found on the California Building Standards Commission website. The current Energy Code and instructional material can be found on the California Energy Commission Website.

**The City of Hayward Reach code is a local Green Building Ordinance adopted in early 2020 that prohibits natural gas use in newly constructed homes. This gas ban also applies to detached ADUs that are over 400 square feet. For high-rise residential (as defined by the Energy Code), and commercial projects, there is a mixed-fuel option that allows gas if other efficiency measures are met. The Reach Code also expands the requirements in CalGreen for EV charging infrastructure. To learn more about the Reach Code and to find a checklist specific to your project type, please see the City of Hayward website here: <https://www.hayward-ca.gov/reach-code>*

LOCAL DESIGN CRITERIA

- **CALIFORNIA ENERGY CODE CLIMATE ZONE: 3**
- **MAXIMUM RATE OF RAINFALL: 1.5 inches / hour**
- **SEISMIC DESIGN CATEGORY: D, E, or F per ASCE 7-16, 11.6**
- **WIND: 110 mph Basic Wind Speed. Exposure per ASCE 7-16, C26.7**
- **SNOW LOAD: None**

OVER THE COUNTER PERMITS

Most permits issued by the City of Hayward are “over the counter” (same day or processed within 24 hours). Common over the counter permits include standard building maintenance items such as window replacements, water heater installations and reroofs. Most projects that require plans are not issued over the counter. However, there are some exceptions noted below.

- a. **Permits will almost always be issued over the counter for the following standard projects that do not require plans:** Re-roofing, water heaters, basic window replacements (like for like), stucco /siding replacement, minor non-structural repairs, emergency repairs, minor electrical work, basic non-structural bathroom and kitchen remodels that do not change the layout of the dwelling, and similar work.
- b. **Like-for-Like Kitchen and Bathroom Remodels:** As long as existing bathroom or kitchen remodels remain within the same room and do not involve any wall removal, these drawings can be prepared by a homeowner along with our Residential Kitchen Remodel and Residential Bathroom Remodel handouts. These permits will usually be issued the same day as the application is processed.
- c. **Permits may be issued over the counter (same day or processed within 24 hours) for some projects that require plans if the scope is minor and the code requirements are clearly shown on an accurate set of drawings.** This is at the discretion of the Plan Checker and depends on the drawings being prepared by a qualified designer. Some examples include: Non-structural kitchen and bathroom remodels that change the floor plan, minor alterations to rooms such as adding closets or relocating non-bearing walls (or similar work), minor gas piping work and most sign installations.

PERMIT ISSUANCE REQUIREMENTS

- a. Permits will only be issued to a building owner or to an appropriately licensed contractor with a City of Hayward Business License.
- b. Contractors shall have a City of Hayward Business License to obtain permits.
- c. Building Owners can pull permits if they complete the Owner/Builder disclosure form.

PLAN CHECK PROCESS

The City of Hayward has a concurrent plan check process. This means that all departments review the plans at the same time. Once your application has been submitted to the Permit Center, we will handle the distribution of the plans and collection of comments. Even if your project must be reviewed by multiple groups such as Fire, Planning, Building and Public Works, we all work on a unified review timeline for building permit applications.

DEFERRED SUBMITTALS

- a. The City of Hayward allows standard deferred submittal items. Some items include, but are not limited to the following:
 - Trusses
 - Fabricated steel elements (stairs, awnings, etc.)
 - Specialized glazing systems

- b. Other items may be deferred on a case-by-case basis if you contact your plan reviewer. Key items such as energy reports, disabled access and basic structural designs cannot be deferred. Deferred submittal items shall be clearly noted on the cover sheet of the plans.

- c. **NOTE:** All Fire Department related items are deferred (sprinklers, alarms, etc.). Specific instructions for this process will be communicated to all applicants directly from the Fire Department reviewers during the initial submittal.

DRAWING REQUIREMENTS

- a. A registered design professional (CA licensed architect or engineer) must prepare the drawings for commercial buildings, tenant improvements and multi-family residential buildings (3 or more units). See California Business and Professions Code sections 5537, 5538, 6737.1.

- b. An unlicensed designer may prepare plans for single-family dwellings and duplexes consisting of conventional framing. An engineer must design the portion of any building that does not comply with conventional framing. All designers must be qualified and experienced to prepare plans for the project they are attempting to complete.

- c. A homeowner, unless they are also a qualified draftsman or designer, can prepare plans for the following project types: like-for-like kitchen and bathroom remodels (see Residential Kitchen and Bath handouts on the City website). Homeowners can also prepare plans for demolition of non-permitted accessory structures or patio covers.
- d. Digital submittals are accepted. Plans shall be formatted as PDFs when submitted digitally. PDF files shall be combined in the same way the set would be bound if it were paper. All drawings in the set shall be formatted on the same size sheets. Structural calculations, geotechnical reports and similar documents can be submitted separately formatted on 8.5" x 11".
- e. Digital stamps and signatures are accepted. Plans prepared by a registered design professional (architect or engineer) must be stamped and signed.
- f. Plans shall follow standard drafting practices. Plans shall be formatted digitally or printed on standard architectural sheets (*Architectural C 18" x 24"*, *Architectural D 24" x 36"* or *Architectural E 36" x 48"*). Small projects such as cell sites, minor equipment installations and residential solar, can be submitted on 11" x 17" formatted horizontally.

RESIDENTIAL SOLAR

Currently, residential solar permits are a paper only process. All residential solar applications are reviewed on an expedited timeline. To submit solar applications, simply drop off the plans and application in the drop box at City Hall or come in for an OTC review on Tuesday mornings in the Permit Center from 9:00 to 12:00.

DIGITAL SUBMITTAL PROCESS

- a. First, complete a permit application, which you can find here: <https://www.hayward-ca.gov/sites/default/files/documents/Permit-Application-201001.1-form.pdf>
- b. Next, submit your plans with the permit application as a PDF to this email address: Building.Permits@hayward-ca.gov. If you have large file sizes, please use an FTP site or drop box link. Please group the plans into a single PDF just like you would do for a printed set of plans.

- c. Once your plans are screened for completeness, a Permit Technician will get back to you with the fees due for review and a target date for completion.

PLAN REVIEW TIMELINES

PROJECT TYPE	FIRST SUBMITTAL	RE-SUBMITTALS
RESIDENTIAL SOLAR PV – Flush Mounted	5 business days	5 business days
RESIDENTIAL SOLAR PV – Tilted Panels	15 business days	10 business days
COMMERCIAL SOLAR PV	15 business days	10 business days
RESIDENTIAL ADDITIONS and ALTERATIONS	15 business days	10 business days
TENANT IMPROVEMENTS / COMMERCIAL BUILDING ALTERATIONS	15 business days	10 business days
NEW BUILDINGS And Major Tenant Improvements (usually over \$1.5M valuation)	25 business days	10 business days
REVISIONS	10 business days	10 business days
EXPEDITED PLAN REVIEW Please Note: Expedited plan check applies to projects that <u>only have a Building and Fire Department review</u> . Expedited review requires additional fees and is offered based on staff availability.	8 business days	8 business days

PLAN REVIEW FEES & INSPECTION FEES

Fees for tenant improvements, remodels, additions and new buildings are based on valuation. Other permits are flat fees. To estimate your fees for your project, please see our online fee estimator here: <https://www.hayward-ca.gov/content/permit-fees>

To see fees that are not covered by the fee estimator, please view the Master Fee Schedule here: <https://www.hayward-ca.gov/your-government/documents/master-fee-schedule>

INSPECTION PROCESS

Requests for building inspections must be made before midnight to be scheduled for following day. For example, to have an inspection on Tuesday, the inspection must be scheduled before 11:59 p.m. on Monday.

- a. **INSPECTION TIMES:** At the time of pulling your permit, Building Division staff will give you the direct phone number for the inspector assigned to your project. On the day of your inspection, you can call in the morning to determine roughly when the inspector will arrive at your site. The inspector may give you a window of a couple of hours, but they will make the best effort possible to give you an estimate.
- b. **COMBO INSPECTIONS:** All residential inspections are done by a single inspector assigned to your area. This means that one inspector will cover, plumbing, mechanical, electrical and structural approvals.
- c. **SPECIALIST INSPECTIONS:** For most commercial projects you will be assigned a separate Senior Inspector that is a specialist in the following disciplines:
 - **Structural and Disabled Access**
 - **Electrical**
 - **Plumbing and Mechanical**

The advantage to this system is you will have a specialist on site. Our senior inspectors can solve problems in the field and help avoid project delays caused by too many revisions. This inspection system also provides a higher level of quality control and life safety compliance.
- d. **REVISIONS:** If the Building Inspector determines the plans are missing critical information or do not reflect the work in the field, a revision permit may be

required. The designer must prepare updated sheets that show the changes and submit them to the Permit Techs along with a permit application and a copy of the approved plans for reference. Some revisions can be approved the same day and others may require a full plan review, depending on the scope of changes (up to 10 business days). Changes involving additional buildings or new scope will require new permits.

- e. **RFI:** Instead of a formal revision, the inspector may ask for an RFI (request for information). This usually involves a stamped and signed sketch and/or letter from the architect or engineer of record. RFIs are often used to clarify a construction detail and will be filed with the project documents. RFIs do not go through the formal revision process but are submitted directly to the inspector at his or her discretion.