



Permit Service Center
Building & Safety Division
Planning and Development Department

Plan Check Correction List

Application #: B2024-00273
Project Address: 2732 Claremont Blvd

February 9, 2024

Dear Project Applicant,

The City of Berkeley has completed review of the construction documents submitted under the building permit application number specified above. This letter includes comments and corrections from all City of Berkeley reviewing agencies, which must be addressed in order to obtain the permits for the proposed work indicated in the construction documents.

Plans revised in response to corrections must be accompanied with a written response letter, which explicitly addresses each correction and the corresponding plan sheet number, revision number and date. A full plan set of ALL construction drawings is required when responding to corrections. Incomplete or unclear responses to corrections may result in delays.

Document formatting requirements:

- All permit documents must be submitted in electronic format, as unsecured PDF files.
- Documents with multiple pages must be combined and named according to content.
- Documents that are incomplete or improperly formatted will not be processed.
- Code Enforcement cases must be indicated by case number. Dates specified in Notice(s) of Violation take precedence over any timelines specified in this document.

Document submittal options (choose one):

1) Permits Online:

- a. Response to plan check comments:** Upload submittal documents directly to the permit record at the [Permits Online Portal](#), by selecting *Record Info > Attachments > Add*. Permit documents are accessible from the registered Accela Citizen Access (ACA) account associated with the permit.
- b. New/separate permit:** Generate new request from a registered ACA account at the Permits Online Portal www.permits.cityofberkeley.info. Submit request under 'Building Permits' for work on private property, or 'Public Works' for work in the public right of way.

- 2) In-Person:** Schedule an appointment for in-person processing through the [Permit Service Center webpage](#). Note that for all in-person submittals, documents must be saved on a USB thumb drive.

Expiration of an application: An application for a permit for any proposed work shall expire one year after the date of filing, unless it can be demonstrated by the applicant that such application has been pursued in good faith or a permit has been issued. The building official or the permit service center coordinator are authorized to grant one or more extensions of time for additional periods not exceeding 180 days per extension. The extension shall be requested in writing and justifiable cause demonstrated. Requests for time extensions shall be accompanied by the payment of a fee set by resolution of the City Council. [BMC 105.3.2]

To apply for an application extension, complete an [Application Extension Request](#) form, and choose one of the two submittal options listed above.

Building and Safety

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2732 Claremont Boulevard

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Administrative

1. Please clarify whether the proposed work is intended to qualify for transfer tax rebate or similar program. The plans indicate only a portion of the house to be seismically strengthened per Plan Set A, which does not qualify without an engineered analysis.

Structural

1. The drawings indicate less total bracing length than required in the reinforcement schedule 4/S1. Please revise accordingly.