



ZONING CERTIFICATE APPLICATION – BUILDING PERMIT

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GENERAL INFORMATION

This supplemental application must be submitted with any building permit application that is subject to review for zoning, design review, or landmarks. This typically includes, but is not limited to:

- In-kind repair and replacements
- Conversion of basements, cellars, attics, garages or accessory structures into habitable floor area
- Interior or exterior work on commercial and nonresidential buildings
- New buildings or enclosed accessory structures
- Additions to an existing structure
- Demolition
- All exterior or facade changes
- Addition, expansion, and replacement of decks
- Remodeling of an existing building
- Addition or removal of a dwelling unit, Accessory Dwelling Unit (ADU) or Junior ADU, bedrooms, tenant spaces, residential kitchens, and/or parking
- Construction related to an approved land use entitlement

Additional information

[Look up your zoning and parcel information](#)

[Title 23 of the Berkeley Municipal Code for zoning requirements and development standards](#)

[How to apply for a building permit](#)

ZONING CERTIFICATE APPLICATION – BUILDING PERMIT

ZCBP#:

BP#:

This application must accompany any building permit application subject to zoning, design review, or landmark review. Please complete and submit with your building permit application.

PROJECT INFORMATION

Project Address:

Unit(s)/Suite(s) #:

Assessor Parcel Number(s):

Project Description:

APPLICANT'S NAME:

Zoning and Overlay District (s)?

(check designation on [this map](#))

Mailing Address:

Is the site a designated landmark, structure of merit, or located in a historic district?

(check designation on [this map](#))

YES

NO

USE OF BUILDING/PROPERTY?

EXISTING

Email:

PROPOSED

RELATED LAND USE OR ZONING PERMITS (CHECK ALL THAT APPLY)

Administrative Use Permit (Conditions of Approval must be printed on sheet 2 of plan set)

Permit Number

Use Permit / Variance (Conditions of Approval must be printed on sheet 2 of plan set)

Permit Number

Design Review Permit Number

Landmark Structural Alteration Permit (SAP):

Permit Number



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PROJECT DETAILS (CHECK ALL THAT APPLY)

- In-kind repair/replacement (includes windows, decks, siding, etc.)
- Conversion of garage, basement, or attic to habitable space (gross floor area: square feet)
- Interior or exterior work on a commercial or nonresidential building
- New building or enclosed structure (gross floor area: square feet)
- Addition to existing building or enclosed structure (gross floor area: square feet)
- Demolition (includes removal/replacement of exterior wall or roof framing) percent walls; percent roof)
- Removal or pruning of coast live oak tree – indicate circumference at 4 feet above ground: inches.

EXTERIOR CHANGES (CHECK ALL THAT APPLY)

- Windows, doors, and openings (new/enlarged)
- Decks (expanded or new)
- Water heater/HVAC
- Other:

ADDITION OR REMOVAL OF: (CHECK ALL THAT APPLY)

- Dwelling unit
- Accessory Dwelling Unit (ADU)/ Junior Accessory Dwelling Unit (JADU)
- Bedrooms¹
- Interior walls separating commercial spaces
- Parking spaces
- Residential kitchens

¹Bedroom. Any habitable space in a dwelling unit or habitable accessory structure other than a kitchen or living room that is intended for or capable of being used for sleeping with a door that closes the room off from other common space such as living and kitchen areas that is at least 70 square feet in area, exclusive of closets and other appurtenant space, and meets Building Code standards for egress, light and ventilation. A room identified as a den, library, study, loft, dining room, or other extra room that satisfies this definition will be considered a bedroom for the purposes of applying this requirement. Bathrooms, toilet rooms, closets, halls, storage or utility spaces and similar areas are not considered habitable spaces. (BMC 23.502.020(B))

SUPPLEMENTAL INFORMATION REQUIRED FOR SOME PROJECTS

If the following items are required for your project and are not provided with the building permit application submittal and plans, you will receive corrections from the zoning reviewer requesting these items.

Affordable or Inclusionary Housing (BMC 23.328) provisions apply to the project? (check one)

YES (for projects vested on/after April 2, 2023, submit an [Affordable Housing Compliance Plan](#) form with building permit application and include applicable information in plan set)

NO

Bird Safe Building Requirements apply to project? (check one)

YES (submit [Bird Safe Building Requirements Attestation](#) with building permit application, and include product/material compliance and building elevations in plan set)

NO

Impervious Surfaces (check one) Does the project create or replace 2,500 square feet or more of impervious surface area?

YES : square feet (submit required [stormwater checklist](#) with building permit application)

NO

I hereby certify that the above information is true and complete to the best of my knowledge.

APPLICANT'S SIGNATURE:

Printed Name:

Date:

(If this ZCBP is not associated with a building permit application, owner's signature, or signed letter authorizing applicant to apply on owner's behalf, is required.)

OWNER'S SIGNATURE:

Printed Name:

Date:



ZONING CERTIFICATE APPLICATION – BUILDING PERMIT

ZONING PLAN CHECK FEES, EFFECTIVE JULY 1, 2024 (PAYABLE WITH BUILDING PERMIT APPLICATION)

Type of Zoning Review / Plan Check	Fee
Accessory /Junior Dwelling Unit Neighborhood Notice	\$500
Accessory/Junior Dwelling Unit Zoning Plan Check	\$250
Administrative Use Permit (AUP) approved	\$500
New main building, approved with a Use Permit or allowed by-right <ul style="list-style-type: none"> • 1-19 units (residential/residential mixed-use) • 20+ units (residential/residential mixed-use) • Non-residential or live/work (no residential) 	\$500 \$1,000 \$1,000
In-kind repair and replacement	\$125
Additions, Tenant Improvements, and other projects not listed above (without an AUP)	\$500
Fourth and subsequent zoning plan checks	\$250/hour of staff time