

**CITY OF PIEDMONT**  
**120 VISTA AVENUE**  
**PIEDMONT, CA 94611**  
**TEL: (510) 420-3050**  
**FAX: (510) 658-3167**

RECEIVED BY \_\_\_\_\_  
FEE PAID \_\_\_\_\_  
DATE FILED \_\_\_\_\_  
NUMBER \_\_\_\_\_  
PLANNER \_\_\_\_\_  
(For staff use only)

**APPLICATION TO CONSTRUCT AN ADDITIONAL BEDROOM(S) WITHIN AN EXISTING DWELLING UNIT**

Please complete this application form and submit a \$273 application fee. A \$28 records management fee is included in the application fee.

**Property Owner Information**

Name(s) of Property Owner(s) : _____
Address of Property: _____ Zip Code: _____
Mailing Address of Property Owner(s) (if different from above): _____
_____ City, State, Zip Code: _____
Telephone Number _____ Email _____

**Design Professional/Property Owner Agent Information**

Name of Design Professional/Agent _____
Address of Design Professional/Agent _____
_____ City, State, Zip Code: _____
Telephone Number _____ Preferred Contact Method: _____
Mobile Number _____ Email _____
Professional License Number _____ Expiration Date _____
Piedmont Business License Number _____ Expiration Date _____
(required for all design professionals/contractors/engineers/agents)
(Please contact the City Clerk at 510-420-3040 for Piedmont Business License information.)

Please describe the proposed project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Updated July 1, 2023*

Please indicate what steps you have taken to discuss this project with city staff prior to submittal: \_\_\_\_\_  
\_\_\_\_\_

**Ministerial Review (No public hearing and no public notification.)**

- **An additional bedroom permit application is reviewed ministerially.** The Director shall review each application ministerially to determine if the development standards in section 17.42.040 are met. If the standards are not met, the application does not qualify for a ministerial review process.

**Development Standards (section 17.42.040)**

The Director may not approve an additional bedroom permit application unless the project conforms to all of the following standards:

- (a) The application proposes no more than two additional bedrooms within an existing dwelling unit. Area within an existing dwelling unit shall not include garages, carports, porches, decks, or crawl spaces.
- (b) The additional bedrooms shall be created solely within existing spaces of the dwelling unit and no additional expansions of existing space are proposed to be added to the building (e.g., attic dormers and other structural protrusions).
- (c) The project meets the requirements of division 17.30 Parking of the Piedmont City Code.
- (d) Exterior design modifications (e.g., window and door changes) necessary to meet the health and safety requirements of Chapter 8 Building, Construction & Fire Prevention of the Piedmont City Code conform to the standards of the Piedmont Design Guidelines.

**DEVELOPMENT STANDARDS AND DESIGN GUIDELINES INFORMATION**

Please complete the following to determine if the proposed application meets the City of Piedmont’s basic City Code and Design Guidelines requirements.

Please describe the location of the proposed additional bedroom(s) and the existing rooms or areas that are being converted to bedroom(s): \_\_\_\_\_  
\_\_\_\_\_

Existing bedrooms: \_\_\_\_\_ Proposed bedrooms: \_\_\_\_\_

Please describe the existing parking conditions. Please refer to section 17.30 of the City Code for the Piedmont parking standards: \_\_\_\_\_

Only exterior modifications directly related to the development of new bedrooms may be included in this permit application. Please describe any exterior modifications (new windows, doors, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## OWNER ACKNOWLEDGEMENTS

### Authorization of an Additional Bedroom Permit Application Submittal

My signature below signifies that I:

- have reviewed the Additional Bedrooms in Existing Dwelling Units Code (Division 17.42) and have provided all applicable information per the attached Additional Bedroom Permit Submittal Checklist.
- have reviewed the legal description on my property deed and indicated all recorded easements and deed restrictions on the submitted site plan (*Please provide a description here of the easements and restrictions that were indicated on your property deed and show on your site plan*) \_\_\_\_\_  
\_\_\_\_\_
- believe the information provided in this application is accurate to the best of my knowledge.
- am aware that City staff and City officials will be on my property to view the proposed construction. (*Please note any special instructions regarding access to your property such as dogs, gates, alarms etc.*)  
\_\_\_\_\_  
\_\_\_\_\_
- understand that if this application is approved, a building permit (issued within one year from the approval date) is required for construction and that no construction may commence prior to the issuance of the building permit. No changes may be made without City approval, and changes may require a new application.
- understand that if there is a third party administrative, legal or equitable action challenging the project approvals, including CEQA issues, that I, the Property Owner, shall defend and indemnify the City against any liability, fees and costs arising out of the defense, including the costs of City's own counsel. If such an action is filed, the Property Owner and City shall then enter into an agreement regarding selection of counsel and other provisions related to the defense. For this purpose, "City" includes the City and its elected and appointed officials, agents, officers and employees.
- understand that once an Additional Bedroom Permit is approved, any future development proposals may be limited by the parking (or lack of parking), structure coverage, landscape coverage, and floor area ratio of the property.

➤ SIGNATURE(S) OF PROPERTY OWNER(S) \_\_\_\_\_ date \_\_\_\_\_  
\_\_\_\_\_ date \_\_\_\_\_

### Agent Authorization

This authorization permits City staff to contact your agent if necessary. (Optional if the applicant is the property owner, required if the applicant is the property owner's agent.)

I authorize \_\_\_\_\_ to act as my agent (architect, contractor, engineer, etc.) in the processing of all matters pertaining to this application.

➤ SIGNATURE(S) OF PROPERTY OWNER(S) \_\_\_\_\_ date \_\_\_\_\_  
\_\_\_\_\_ date \_\_\_\_\_

## ADDITIONAL BEDROOM WITHIN AN EXISTING DWELLING UNIT PERMIT SUBMITTAL CHECKLIST

- \_\_\_ Application form signed by property owner(s)
- \_\_\_ Application Fee + any additional fees advised by staff (by check or online by credit card)

**Please submit plans to [ondutyplanner@piedmont.ca.gov](mailto:ondutyplanner@piedmont.ca.gov)** with this application for an initial staff review for completeness. If you wish to submit hard copies of plans, they must be folded, no larger than 24"x 36", and to scale. For a complete list of submittal requirements please see section 2.06 of the Piedmont Design Guidelines. Unless otherwise determined by staff, plans submitted must include:

Please label all drawings and supporting documents with the property's address, name of the designer, and the date.

- \_\_\_ **Existing Site Plan** (preferred scale 1/8")  
Please indicate the location of all existing structures, retaining walls, fences, site features, trees, landscaping, hard-surface areas, lot lines, front, side and rear yard setback lines, and easements. Please outline the locations of structures on adjacent properties (up to 25 feet from the property line) and label their uses. Provide setback dimensions from all existing structures to lot lines (*Setback* means the required distance that a building, structure or other designated item must be located from a lot line. Setbacks are measured from the *lot line* to the *footprint* of the *structure* or *building*. See Zoning Ordinance *Sec. 17.90.020*). Please show all curbs, sidewalks, street trees and the street right-of-way bordering the subject property. Please show a North arrow, label adjacent streets, and call out existing features.
- \_\_\_ **Existing Floor Plans** (preferred scale 1/4")  
Please provide plans for all floor levels including basements and attics, and include room names, window and door locations, built-in cabinets, appliance and fixture locations, ceiling heights, exterior light fixture locations and parking space dimensions. Show the removal of any existing features, including roofs, walls, ceilings, windows, doors, built-in-cabinets, appliances, fixtures and parking spaces. Please show a north arrow and label the floor level.
- \_\_\_ **Proposed Floor Plans** (preferred scale 1/4")  
Please provide plans for all floor levels including basements and attics, and include room names, window and door locations, built-in cabinets, appliance and fixture locations, ceiling heights, exterior light fixture locations and parking space dimensions. Please show a north arrow, label the floor level, and call out proposed modifications. **Show each proposed floorplan either side by side with the corresponding existing plan or with a contrasting outline of the existing construction shown on the proposed plan.**
- \_\_\_ **Existing Elevations** (preferred scale 1/4")  
Please provide North, South, East and West elevations (proposed to be changed or affected by new construction) including all existing materials (including roofing materials), styles and operational characteristics of windows and doors and roof slopes. Please include exterior vents, downspouts, gutters and exterior light fixtures. Additionally, if the height of the building is changing, please show the average existing building height (See Zoning Ordinance *Sec. 17.90.020*). Please do not abbreviate architectural terms. Label each elevation as "existing" and indicate the direction of view (i.e. North, South, East, West or Front, Rear, Left Side, or Right Side).
- \_\_\_ **Proposed Elevations** (preferred scale 1/4")  
Please provide North, South, East and West elevations (proposed to be changed or affected by new construction) including all proposed materials (including roofing materials), styles and operational characteristics of windows and doors and roof slopes. Please include exterior vents, downspouts, gutters and exterior light fixtures. Additionally, if the height of the building is changing, please show the average proposed building height (See Zoning Ordinance *Sec. 17.90.020*). Please do not abbreviate architectural terms. Label each elevation as "proposed" and indicate the direction of view (i.e. North, South, East, West

or Front, Rear, Left Side, or Right Side). **Please show each proposed exterior elevation either side by side on the same page as the corresponding existing exterior elevation, or in a manner where a contrasting outline of the existing construction is shown on the proposed elevation, if possible.**

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**Window Schedule**

If your proposed project includes window and/or door modifications, please submit a window and door schedule which notes existing and proposed window size, material, operation, sash dimension, a typical window detail in a partial wall section showing the window recess dimension from the face of the exterior wall, and divided lite type (i.e. true divided lites or three-dimensional simulated divided lites). At the discretion of the Planning Director, a window schedule can be omitted only if all the above information is otherwise provided.

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**Photographs**

Please provide photographs of the front (street), rear and side views of the existing structures on the subject property. Please also provide a front (street) view of the structures on the two adjacent properties. The photographs may be placed either on a standard permit application sheet size and be part of the submittal package, or may be placed on 8 ½” x 11” sheets as an accompanying submittal package.

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**Reach Code Compliance**

If your proposed project has a stated value cost of over \$25,000, expands the roof area by at least 30%, affects the electrical panel, or alters the kitchen or laundry room; you may be affected by building code requirements for energy efficiency. Please visit the webpage below and click on “Checklist for requirements” to see if your project is affected:

**Webpage:** ([https://piedmont.ca.gov/services\\_departments/planning\\_building/about\\_building\\_](https://piedmont.ca.gov/services_departments/planning_building/about_building_))

**Or PDF:**

([https://piedmont.ca.gov/UserFiles/Servers/Server\\_13659739/File/Government/Departments/Planning%20Division/Climate%20Action%20Program/Piedmont%20Checklist%20for%20Homeowners.pdf](https://piedmont.ca.gov/UserFiles/Servers/Server_13659739/File/Government/Departments/Planning%20Division/Climate%20Action%20Program/Piedmont%20Checklist%20for%20Homeowners.pdf)).

**Prior to Submitting an Application**

If you believe that any of the above requirements do not pertain to your project, please contact the Planning Department at (510) 420-3050 or at [ondutyplanner@piedmont.ca.gov](mailto:ondutyplanner@piedmont.ca.gov) to make an appointment to meet with a planner. Applicants and their agents (architect, contractor, engineer, etc.) are encouraged to discuss the application with the Planning staff early in the planning process. Planning staff will be happy to review all procedures with you and answer any questions you have. There is no fee charged for any meetings or discussions prior to the submittal of an application fee.

