PORT BUILDING PERMIT APPLICATION INFORMATION SHEET (F.A.Q.)

WHAT IS A PORT PERMIT?

A Port Building or Development Permit is issued for alteration of property within the Port Area. In accordance with the City of Oakland Charter, Section 707, the Port of Oakland has land use jurisdiction within the Port Area. Any development or construction in the Port Area must be approved by the Port prior to start of work, and prior to submittal for a City of Oakland building permit.

HOW DO I KNOW IF MY PROPERTY IS WITHIN THE PORT AREA?

Port Area- The Port Area includes the seaport, airport, and the Oakland Airport Business Park (Business Park). If you occupy property owned by the Port at the airport or seaport, you are in the Port Area. The Business Park includes Port-owned as well as privately-owned properties, and is generally bounded by I-880, Hegenberger Road, Doolittle Drive, and 66th Avenue.

Oakland Airport Business Park- The Business Park is northeast of the airport, and contains a mix of office, light industrial, and commercial uses. Approved uses in this area must be compatible with airport operations, though they do not need to be related to the airport. This area is regulated by a separate ordinance containing use, site layout, and design standards, similar to a zoning ordinance. See link under Regulations on the second page for more information, including maps.

Airport- The airport includes the terminal area and supporting taxiways and runways of the Oakland International Airport, as well as the general aviation facilities know as North Airport. Port tenants at the airport represent airlines, concessions, air cargo companies, security agencies, rental car companies, private aircraft services and owners, as well as other aviation related businesses.

Seaport- The maritime area includes most of the shoreline between Emeryville and Jack London Square (Clay Street). Most of the tenants are shipping companies or terminal operators, occupying large cargo terminals. Other tenants include cell phone companies, security agencies and other support services.

WHAT IS THE PERMIT APPLICATION PROCESS?

Application- Submit a completed application (link below) and a project description to Joe Marsh, Port Permit Coordinator, 530 Water Street, Oakland, jmarsh@portoakland.com

http://www.portofoakland.com/pdf/permit_application.pdf

WHAT INFORMATION NEEDS TO BE INCLUDED IN THE PERMIT APPLICATION?

Project Description- A description of the work must accompany the application. The submittal must accurately describe the work proposed. If there is an expansion of the existing facility or other exterior work, the submittal must contain visual materials to show what the new work will look like, especially from the public way. For such projects, you should also

show the relationship to adjoining properties. The Port does not prescribe plan size or formatting. It is up to the applicant to present the project as clearly as possible.

Fees- The fee varies depending on the work proposed and whether the property is owned by the Port. Work on Port property must be approved by the Board of Port Commissioners, which generally meets twice per month. Work on private property is approved by the Executive Director, generally a shorter process. A fee will be assessed once an application and project description has been submitted.

HOW IS MY APPLICATION EVALUATED?

Regulations- Permits approved by the Port must comply with the City of Oakland General Plan. More specific regulations are enforced for the Business Park (see above section), but the Port does not have more specific written regulations for the airport or seaport areas.

http://www.portofoakland.com/realesta/resource.asp (Business Park Standards)

http://www.oaklandnet.com/government/ceda/revised/planningzoning/StrategicPlanningSection/CWPolicies.html (City of Oakland General Plan)

Environmental Review
The California Environmental Quality Act requires a public agency to make findings regarding potential environmental impacts for any discretionary action it takes. The Port Building Permit is a discretionary action.

HOW LONG WILL IT TAKE?

The process can take anywhere from a few days to a year, depending on the scope of work and the level of environmental review necessary. Most permits for private property take 1-2 weeks. Permits on Port property require approval by the Board of Port Commissioners, and take at least 3 weeks, depending on the Board schedule. Projects that propose to expand existing facilities or build new facilities generally take longer as potential impacts are more significant and require additional evaluation. An estimate of time can be provided upon initial consultation with the Port's Permit Coordinator.

ANYTHING ELSE BESIDES THE PORT PERMIT?

City Building Permit- The City of Oakland Building Inspection Department enforces the California Building Code for all properties within the city limits. The Port Building Permit is issued in lieu of the City Planning and Zoning Permit for properties within the Port Area. The City Building Permit, as well as trade, fire and other City permits, is the responsibility of the project applicant or proponent. The City application process usually starts after the Port Building Permit has been approved.

http://www.oaklandnet.com/government/ceda/revised/DPC/DPC-SrvcsPrmts.html

Other Regulatory Permits- If your project is in the water, over the water, or within 100 feet of the shoreline, it may require additional approvals from the San Francisco Bay Conservation and Development Commission, the U.S. Army Corps of Engineers, or the Regional Water Quality Control Board.