



OVER - THE - COUNTER BUILDING PLAN REVIEW

Tuesdays & Thursdays, 8am – 12Noon

The Building & Safety Division schedules appointments two days a week for many permit application types that may be reviewed over-the-counter. **Please note projects marked with an asterisk (*) will require prior review and approval by the Planning Department. All projects require an accurate description and drawings of the work to be done.**

The following is a list of projects that are typically eligible for review:

COMMERCIAL / INDUSTRIAL

- Signs*
- Fencing (Over 6' tall and not over 7' tall)*
- HVAC Change outs*
- Electrical Service change- outs*
- Termite repairs
- Window replacements*
- Roof replacements*

RESIDENTIAL

- Remodels and alterations*
- Fencing (Over 6' tall and not over 7' tall)
- Minor kitchen & bath remodels (non structural interior changes only)
- Electrical Service Change outs
- Minor accessory structures to residential occupancies*
- Swimming Pools and Spas*
- Termite repairs
- Window replacements*
- Roof replacements*

The following additional types of projects may be eligible for over-the-counter plan review:

COMMERCIAL / INDUSTRIAL

- Tenant Improvements (where there is no proposed structural work and no change in the type of occupancy)

RESIDENTIAL

- Retaining wall less than 5' tall*
- Carports*
- Pre-manufactured pools*
- Patio Covers & other minor structures that would require basic verification of sizes of structural framing members & supporting foundations*

The following additional projects may be eligible for over-the-counter plan review by appointment depending on staff availability and scope of project:

COMMERCIAL / INDUSTRIAL

- Tenant Improvements that require some minor structural work*

RESIDENTIAL

- One story detached accessory structures (less than 500 sq ft)*
- Conventionally Framed Single story room additions (less than 200 sq ft)*

Eligible over-the-counter and appointment projects are subject to the plan reviewer's availability. Please stop by the Planning department for more information on projects that require prior planning department approval. To make an appointment, please call the Building Division at **(925) 931-5300** during normal business hours. Please note that a Design Review process, if required, could take several weeks before you can request plan review by the Building & Safety Division. Some types of work in business parks require prior review of the business parks management before submittal to the City.