



## **Plan Check Intake Process**

### **What is the Plan Check process?**

In order to construct a new or modify an existing building within the City, it is necessary to obtain a Building Permit for the proposed construction. To obtain a Building Permit, your project must first go through the City's Plan Check process. It is during this process that multiple City Departments review your project for compliance with City regulations, applicable codes, and conditions of approval (if a Planning Department approval was required by staff or Planning Commission).

There are three (3) City Departments that review residential, and non-residential projects. These departments, and their primary function in the plan check process, are identified below:

#### **Development Services Department (Building and Planning):**

***Building Department*** - Reviews architectural; mechanical; structural; plumbing; electrical; handicap access; and fire, life safety plans.

***Planning*** - Ensures compliance with Conditions of Approval for a specific project, or that the use and development standards are being met with the proposed project.

***Public Works Department/Engineering*** - Ensure plan is in compliance with regulations that may impact site layout such as traffic, utilities solid waste, and environmental or anything that would affect the public right of way the public when using city design standards.

### **WHERE TO START:**

The plan check process starts at San Pablo City Hall, Building #3. This is where you will find the submittal requirements for the plan check process and where your plans will be submitted for review. This is also the place where you can pay for and obtain your necessary permits. Please note: Submittal requirements can also be found on the City's website at [www.sanpabloca.gov](http://www.sanpabloca.gov), Development Services home page.

There are several steps involved in the Plan Check process requiring a Building Permit. Below is a summary of the steps involved in a Building Plan Check.

***Step 1*** – Some residential and non-residential projects require approval from the Planning Department, Design Review. If you have questions as to whether your project will need design review approval or if it has been granted, you may contact the Planning Department at (510) 215-3030.

## **Design Review:**

Design Review is an important part of the permitting process in the Department of City Planning. In this process, architects and developers work with staff, panels and commissions to help ensure high-quality development in the City of San Pablo. Successful design improves quality of life, enhances neighborhood character, and provides economic and environmental benefits.

**Step 2** – A completed application form and the required 4 sets of plans must be signed and submitted to the Building Department. The application can be obtained at the Building Department or on the City's website.

**Stamps:** Depending on the type of project, your plans will need to be stamped by the following agencies before they can be submitted for Plan Check:

### **Contra Costa Fire Protection District (Fire) 2010 Geary Blvd., Pleasant Hill, CA 925.941.3300**

- Any New Construction, Tenant Improvement, Residential Addition or Conversion

### **West County Waste Water District (Sewer) 2910 Hilltop Dr., Richmond, CA 94806 510.222.6700**

- Any New Construction, Tenant Improvement, Residential Addition, or Interior Remodel/Alteration that includes relocating or adding fixtures.

### **Contra Costa County Environmental Health District (Health) 2120 Diamond Blvd., Concord, CA 925.646.5225**

- Anyone serving or selling food, packaged or non-packaged.

### **West Contra Costa Unified School District (School) BY APPOINTMENT ONLY 1400 Marina Way South, Richmond, CA 510.307.4540**

- Any New Construction or Addition

**Step 3** – Upon payment of the required Plan Check Fee (which is based upon the square footage of the project or the scope of work), the project plans will be distributed to the necessary City Departments for their review and comment. At the time of submittal, your project will be issued a PC number that will be used to track the progress of the plans and plan review.

**Step 4** – Upon receipt of the plans, each department will assign a plan checker for the project. The department plan checker will perform an independent review of your project. The comments from the three (3) departments will be forwarded to the Project Coordinator or Applicant, as noted on the plan check application. As a result, you will likely receive the comments on one document that breaks down the comments from each department. The Applicant is responsible for addressing all the comments from each department and resubmitting the revised plans.

## **Timing**

Depending on the number of current plan checks and the complexity of the project, the response times from all departments may be shorter or longer than the following general standards:

First Submittal= 3 weeks (includes processing time)

Second Submittal = 2 weeks (includes processing time)

Additional Submittals= 2 weeks (includes processing time)

**Step 5** – Upon completion of the plan check, the reviewing departments will “sign off” on the project and notify the Permit Technician of their approval. The Building Department will notify you by phone, e-mail, or by a letter informing you that the project is ready for Building Permit issuance. You can also contact the Building Department at (510) 215-3030 or visit us at City Hall, Building #3. The Staff of the Building Department will calculate the necessary fees for your building permits. Fees are required to be paid prior to the issuance of Building Permit. The Building Permit will be issued to the owner or contractor.