



Residential – Alterations Submittal Requirements

**Submittal Requirements
SR-RALT**
Effective: September 13, 2017
By: Chief Building Official
For Public Use

City of Concord • Community and Economic Development • 1950 Parkside Drive, MS/51 • Concord, CA 94519 • (925) 671-3107 • Fax (925) 680-4877

Building Permit Application/Forms

- [Application for Building Permit](#)
- [Owner-Builder Acknowledgement and Information Verification Form](#)
(Required when Building Owner or Agent for the Owner is applying for a permit)
- [Application for Revisions or Submittal of Plan Review Responses](#)
(Required for revisions to approved plans or when responding to plan check comments)
- [Application for New Address or Change of Address](#) (If applicable)
- [Water Conserving Plumbing Fixture Replacement Form](#)

Fees

- Plan Check and Admin Fees** due at time of submittal
 - If you'd like to estimate the fees ahead of time visit the [Building Division fee page](#).
- Remaining permit fees** (inspection fees, engineer fees, etc.) will be due once the permit has been approved by all the required divisions and all conditions have been complied with.

Required Design Documents

- (3) sets of drawings**
 - If designed by a licensed professional, all drawings must stamped and signed. Electronic stamp and signatures are acceptable.
 - If designed by someone other than the property owner, all drawings must be signed (see [Building Design Authority](#)).
 - For specific drawings requirements contact the building department.
- (2) sets of structural calculations** (if applicable)
- (2) sets of title 24-energy report** (if applicable)

Waste Management

- Alterations where 500ft² or more of the roof is replaced or construction cost is \$50,000 or greater require a C&D deposit to be held for the duration of the project (See [Waste Management Process](#)).

Other City Approvals Required

- Business License required for all contractors doing work within the city.
- Planning Division approval required (contact [Planning](#) for additional submittal requirements)



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Outside Agencies (Contact agencies directly as separate permit and review requirements may apply)

- **Contra Costa County Fire Protection District** (925) 941-3300
 - See [Fire Sprinkler Triggers for Single-Family Residences](#). Where fire sprinklers are required CCCFPD approval is also required.