



## Commercial – Alterations Submittal Requirements

**Submittal Requirements  
SR-CALT**  
**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)
- [Special Inspection and Observation Program Form](#)
- [Water Conserving Plumbing Fixture Replacement Form](#)
- [CalGreen Non-Residential Checklist](#)

### **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 plans**
  - All drawings must stamped and signed by a registered licensed professional unless permitted by [Building Design Authority](#) requirements. Electronic stamp and signatures are acceptable. We do not issue permits if signatures are missing.
- (2) sets of structural calculations** (if applicable)
- (2) sets of title 24-energy report** (if applicable)
- Fixture Count Checklist Form**
  - Required by the Engineering Division only for projects removing/adding plumbing fixtures
  - Please contact the Engineering Division at (925) 671-3425 for more information.

### **Waste Management**

- See [Waste Management Process](#)



## Commercial – Alterations Submittal Requirements

**Submittal Requirements  
SR-CALT**  
**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

### **Other City Approvals Required**

- Business License required for all contractors doing work within the city.
- Business license required if existing tenant space is changing use and has not obtained a business license with the City of Concord.
- Planning Division approval required (contact [Planning](#) for additional submittal requirements)
- Engineering Division approval may be required, which dependent on the scope of the project (contact [Engineering](#) for additional submittal requirements)
- Transportation Division approval required if alterations change the use of the space (contact [Transportation](#))

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

- Contra Costa Fire District Approval (925) 941-3300**
  - Approval required (Pre-Issuance)
- Contra Costa Health Department Approval (925) 692-2500**
  - Required for tenants serving/handling food or with a pool or spa
  - (1) stamped approved Health plan set is required
- Central Contra Costa Sanitary District Approval (925) 229-7371**
  - Required for locations within the city of concord where CCCSD owns the sewer lines. Contact the city engineering division to verify if a project falls within a CCCSD area.