

THE CITY OF CONCORD WELCOMES YOU TO THE VIRTUAL PERMIT CENTER!

The City of Concord is open for business, and welcomes you to enter our new Virtual Permit Center (VPC)!

This handout provides answers to Frequently Asked Questions (FAQ) on how the Planning Division continues to serve its valued customers, and also contains links to the online forms you will need to file a planning application. Processes for the following planning permits and services are addressed below:

- **General planning and zoning questions** (Example: Where is my business allowed? Does my home addition meet zoning requirements?)
- **Discretionary Permits** (Examples: Subdivisions, Use Permit, Design and Site Review)
- **Wireless Facility Permits** (Examples: minor use permits for new poles, 6409 wireless facilities, and small wireless facilities)
- **Administrative Permits** (Examples: administrative occupancy approvals, temporary uses, seasonal sales)
- **Home-Based Business Permits** (Example: Home-based business such as online and mobile services where no customers are served from the home)

Please check back regularly for updates and changes to our processes in response to the evolving COVID-19 situation. You can check for updates on the [Planning Division homepage](#), by email at zoning@cityofconcord.org, by calling (925) 671-3152, or by directly contacting the planner assigned to your project.

How can I get general planning and zoning information?

Planning and zoning information is available on [Concord PermitPal](#), an online tool that enables you to find out where your business or residential project can be located, which permits are required, and an estimate of permit fees.

Alternatively, you can obtain information by contacting the Planning Division Line at (925) 671-3152 or by email at zoning@cityofconcord.org. If you are preparing to submit for a building permit, you can email plans to zoning@cityofconcord.org to verify that the plans meet zoning requirements before you file your building permit application.

How can I apply for a building permit?

The Building Division is accepting building permits electronically while stay-at-home orders are in effect. Instructions on how to apply for a building permit can be found [here](#).

What types of planning applications can be filed at this time?

The City is accepting all types of planning applications. Planning applications can be filed electronically by following the steps below, based on application type:

Discretionary Permits

(Example: Subdivisions, Use Permit, Design and Site Review)

- 1) Submit a [Pre-Submittal Meeting Request Form](#), conceptual plans of your project, and [Credit Card Authorization Form](#) for payment of the processing fee to zoning@cityofconcord.org.
- 2) The meeting request will be assigned to a planner who will contact you within five (5) business days to schedule a virtual meeting or conference call to discuss the project with your team and City staff. At this meeting, City staff will confirm the applications and fees required for you project, explain the review process, and advise you of key project requirements or concerns.
- 3) Following the Pre-Submittal Meeting, revised plans and application materials may need to be prepared in response to staff's feedback. When you are ready to submit your application materials, they shall be sent to the project planner electronically using your own file sharing system.
- 4) Hard copies of plans and application materials may also be required to distribute to City departments and outside agencies for review. The project planner will advise you on the size and quantities of hard copy plans that are required. Plans are to be mailed to the following address:

City of Concord
Attn: [Project Planner]
1950 Parkside Drive, MS/53
Concord, CA 94519
- 5) Application fees can be paid by check (payable to City of Concord) and included with the mailed copies of the plans, or by credit card with a [Credit Card Authorization Form](#).
- 6) The City's review under the Permit Streamlining Act, California Environmental Quality Act (CEQA), and other statutes on discretionary review timelines, begins when hard copies of the application materials are received by the project planner. The project planner will notify you when the hard copy submittals are received and to confirm the start of the review process.

Wireless Facility Permits

(Examples: minor use permits for new poles, 6409 wireless facilities, and small wireless facilities)

- 1) Email a meeting request to zoning@cityofconcord.org. The subject line of the email must include the wireless provider name, facility type, and number of antennas for small wireless facilities (Example: "Meeting request for Verizon 6409 wireless facility" or "Meeting request for five T-Mobile small wireless facilities"). Attach a project description **only** for each wireless site. **Do not attach plans or other application materials.**
- 2) The request will be assigned to a planner who will contact you within five (5) business days to schedule a virtual meeting or conference call to discuss the project with your team and City staff. At this meeting, City staff will confirm the applications and fees required for the project, explain the review process, and advise you of key project requirements or concerns.
- 3) Following the virtual meeting, revised plans and application materials may need to be prepared in response to staff's feedback. When you are ready to submit your application materials, they shall be sent electronically to the project planner using your own file sharing service.
- 4) Hard copies of the plans and application materials may also be required to distribute to City departments and outside agencies for review. The project planner will advise you on the size and quantities of hard copy plans that are required. Plans are to be mailed to the following address:

City of Concord
Attn: [Project Planner]
1950 Parkside Drive, MS/53
Concord, CA 94519
- 5) Application fees can be paid by check (payable to City of Concord) and included with the mailed copies of the plans, or by credit card with a [Credit Card Authorization Form](#).
- 6) For wireless facilities subject to the Federal Communications Commission (FCC) regulations, the review period commences when the application is submitted as part of a scheduled virtual meeting with a Planner.

Administrative Permits

(Examples: administrative occupancy approvals, temporary uses, seasonal sales)

- 1) Submit a [Standard Application](#), [Zoning Compliance Fact Sheet](#), and fee payment by [Credit Card Authorization Form](#) to zoning@cityofconcord.org. You can also mail your application and payment by check to the following address:

City of Concord
1950 Parkside Drive, MS/52
Concord, CA 94519

- 2) The request will be assigned to a planner who will contact you within five (5) business days to confirm receipt of the application and fee.
- 3) The planner will review the application and inform you within 30 days of the submittal whether the application is complete or additional information is required. A new 30-day completeness review period begins whenever an application is resubmitted to provide additional information.
- 4) Decisions on Administrative Permits are typically issued within 10 business days from when the application is deemed complete.

Home-Based Business Permits

You can apply online for a [Home-Based Business Permit](#) at the same time you apply for a [Business License](#).