



[Building Division](#) – Permit Guidelines For Large Projects

The purpose of this document is to help applicants step through the complete development review process from application to final construction. Part of the “steps” include *consideration* steps to help applicants get an early start on areas that have sometimes caused project delays or unexpected costs because they were not considered during early stages of the projects. Please refer to the various resources and references for specific information.

Steps	Description	Resources and References
<p>Project <i>Considerations</i></p>	<p>Developers and Owners considering projects within the City of Concord are encouraged to discuss their projects with Planning, Engineering, Building, and Transportation Division staff during early stages of their projects.</p> <p>Some development fees can be significant, such as Off-site Street Improvement (OSIP) fees, Child Care Fees, Parkland Dedication Fees, Sanitary Sewer Fees, and parking in-lieu fees. Staff can help provide estimates of these fees based upon early conceptual plans and project cost estimates.</p> <p>The City has a Tree Preservation Ordinance to protect trees of a certain size and species. The ordinance provisions are enforced through the Public Work’s Department.</p> <p><i>Crime Prevention Through Environmental Design</i> (CPTED) is an effective method to help reduce crime. It is highly recommended that projects incorporate CPTED concepts into their design.</p> <p>Current CALGreen regulations require development to address water-efficient landscaping. Developers and Owners should begin planning and designing for their water-efficient systems early in their project, as Planning Division will be reviewing the design as part of the design review process.</p>	<ul style="list-style-type: none"> • Permit Center Web Page • Planning Division • Engineering Division • Transportation Division • Building Division • Fees and Charges Schedule • Tree Ordinance Information • CPTED
<p>Outside Approvals and Services <i>Considerations</i></p>	<p>Applicants are responsible for submitting to and obtaining approvals from outside organizations, such as Fire District, Health Department, Sanitary District, School District, Bay Area Air Quality Management District, PG&E Utility Services, Water Service, Concord Airport Authority, etc. Review by outside</p>	<ul style="list-style-type: none"> • Outside Organization Contact List

	<p>organizations may be conducted simultaneously with the City of Concord review processes.</p> <p>Applicants are encouraged to check with and submit to the outside organizations as soon as possible, since time frames for their review and approval may be significantly longer than that of the City of Concord's review and approval process. The City will not issue permits until the outside approvals are obtained. These are considered and tracked as conditions on permit applications.</p>	
Preliminary Application Considerations	For projects that are subject to a discretionary review process, the City provides a preliminary application review process to help applicants develop projects that meet City of Concord development standards. Preliminary Applications are scheduled for review by the Development Advisory Committee (DAC), which is comprised of City staff from Planning, Building, Engineering, Parks, Maintenance, and Police, within 30 days of submittal.	<ul style="list-style-type: none"> • Preliminary Application Checklist
C&D Waste Management Considerations	The City has a C&D Ordinance. Projects subject to the City's C&D Waste Management regulations must use Green Halo Systems. Permit holders must initiate and submit their waste management plan and final waste management reports to the Building Division through GreenHalo Systems. Be sure to carefully read the information on GreenHalo concerning the City's Franchise Agreement with Concord Disposal Services. Only the approved facilities listing in the GreenHalo system are allowed to be used.	<ul style="list-style-type: none"> • C&D Ordinance • Green Halo Systems
Formal Discretionary Review Process	New building projects may first need to go through a discretionary review process. The Planning Division is the first contact for this process and will be the lead through the entire process. Other divisions (Building, Engineering, and Transportation) will provide high level input into this process during internal routing of the project to the divisions.	<ul style="list-style-type: none"> • Planning Division
Grading or Encroachment Work	Grading permits are required for any grading on the project site. An Encroachment Permit will be required where work must occur in the public right-of-way. These permits are administered and managed by the Engineering Division.	<ul style="list-style-type: none"> • Engineering Division
Pre-Application Considerations	<p>The City provides a Plan Review Turn-a-Round Schedule for Building Permit Applications. Applicants may request an expedited plan review at additional cost by discussing the need with the Permit Technician at time of submittal. The expedited plan review will only shorten the Building Division's time period for review, not the other divisions.</p> <p>Special inspection will be required whenever special inspection is specified by the Building Code or whenever the design professional of record requires structural observation. The City provides four options for approving a special inspection company for this purpose.</p>	<ul style="list-style-type: none"> • Plan Review Turn-a-Round Schedule • Special Inspection and Observation Plan • Options for Approving a Special Inspection Company

<p>Building Permit Application Process</p>	<p>Applicants must submit 4 sets of plans and 2 sets of structural calculations, soils reports, etc., along with a completed application.</p> <p>Fees collected at time of application of the permit are the plan review fees and filing fees.</p>	<ul style="list-style-type: none"> • Applications/Forms and General Information for All Project Types • Single Family and Duplex Residential Project Submittal Requirements • Multi-Family and Non-Residential Project Submittal Requirements • Fees and Charges Schedule • Permit Center Location • Building Staff Contact Information
<p>Plan Review Process</p>	<p>Applicant may follow their application online using the City's Citizen Access online portal. The City may elect to perform the plan review in-house or send the project out to one of the City's retained consultants. Applicant's may also request expedited plan review.</p>	<ul style="list-style-type: none"> • Citizen Access Portal • Building Staff Contact Information
<p>Applicant's Role in Addressing Plan Review Comments and Conditions</p>	<p>Following each round of plan review, comments may be generated from one or more divisions reviewing the plans. Applicants will need to address the comments and resubmit revised plans and documents to address the comments. Staff will communicate directly with the applicant associated with the application, unless otherwise directed by the applicant. There also may be conditions attached to the application that need to be cleared before a permit is approved for issuance, such as outside organizational review and approvals. The applicant is responsible for getting all approvals from the outside organizations.</p> <p>Plan review is performed via a parallel process in which all divisions begin plan review at the same time. As is normally the case, some division's plan review will take longer than others. Normally applicants will receive a Consolidated Comment List from the City once ALL divisions have reviewed the proposed project. Applicant may receive individual comments from a division before receiving the Consolidated Comment List. In this case, the applicant must wait for the City to finish its plan review in the other divisions and issue a Consolidated Comment List before finalizing needed changes and resubmitting to the City.</p> <p>Applicants must resubmit for back check the number of plan sets and documents shown in the Plan Review Turn-a-Round Schedule for the given project type.</p> <p>Where the project requires special inspection, the applicant is responsible for submitting a Special Inspection and Observation Plan to the City.</p>	<ul style="list-style-type: none"> • Outside Organization Contact List • Plan Review Turn-a-Round Schedule • Special Inspection and Observation Plan
<p>Pre-Construction Meeting</p>	<p>A preconstruction meeting may be required prior to the issuance of a permit to provide opportunity for the permitting party to exchange information.</p>	<ul style="list-style-type: none"> • Pre-Construction Meeting Agenda

	Typically covered in the meeting are working hours allowed by Municipal Code; the City's after-hours permitting process; special inspection requirements for the project; which outside organizations are required to perform a final inspection of the project; how revisions, RFIs, and ASIs are handled with the City; and any other special conditions on the project.	
Permit Issuance	<p>Once the divisions approve the plan review, all Pre-Approval conditions have been complied with, and permit fees paid, then the permit will be issued to either a licensed contractor or the owner, or an agent for either a contract or owner provided appropriate written authorization is obtained.</p> <p>While taking out the permit, the permit holder will review and sign the waste management agreement and the legal declarations on the building permit. A permit card will be issued for the project to be posted on site during scheduled inspections.</p>	<ul style="list-style-type: none"> • Permit Center Location • Building Staff Contact Information
Inspection Process	<p>Inspections are called in by the permit holder and must be in logical order of construction to avoid covering up work that needs to be inspected. Information is provided on the permit card and in the link to the right for how to schedule inspectors and request more specific inspection time frames.</p> <p>City of Concord strives to provide next business day inspection services on most days, but due to staffing limitations may need to move inspections to accommodate heavy workload levels.</p> <p>Revisions to issued permits (owner revisions, RFIs, and ASIs) are handled by submitting the revisions to the City and the revision will be routed for review and approval using a revision application number that is different from the original permit number.</p>	<ul style="list-style-type: none"> • Inspection Process Outlined • Building Inspector's Contact Information
Pre-Final Inspection Process	The permit holder is responsible for obtaining final signoffs from the outside organizations and City Divisions before the permit is signed off. The field set of drawings will contain a stamp showing the list of divisions requiring a final inspection, their contact name, and their contact phone number.	<ul style="list-style-type: none"> • Outside Organization Contact List
Final Inspection Process	Once the project has been completed, all building inspections made, and all PreFinal conditions have been complied with, then the permit will be finaled by the Building Inspector. The final inspection will be indicated on the permit card.	<ul style="list-style-type: none"> • Inspection Process Outlined
Final C&D Waste Management Process	Projects subject to the City's C&D Waste Management regulations must use Green Halo Systems to submit their final waste management report to the City.	<ul style="list-style-type: none"> • Green Halo Systems • C&D Recycling Program Info
Certificate of Occupancy	A certificate of occupancy (C of O) will be sent to the owner of the project as part of the closure of the permit.	

[Go to Building Division Web Page](#)

[Go to Permit Center Web Page](#)