



## Commercial – Alterations Submittal Requirements

**Submittal Requirements  
SR-CALT**  
Effective: December 16, 2021  
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 Forms**

- [Contractor's Declaration](#)  
(Required for licensed contractors)
- [Owner-Builder Acknowledgement and Information Verification Form](#)  
(Required when Building Owner or Agent for the Owner is applying for a permit)
- [Special Inspection and Observation Program 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 (all in PDF format)**

- Drawings**
  - 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. Drawing set must be combined with all disciplines sheets in a single file.
  - For resubmissions all changes must be clouded. Provide a plan check response letter and narrative of other changes not directly related to plan check comments
- Structural calculations** (if applicable)
- 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](#)



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### **Other City Approvals Required**

- Apply for a new address or change of address through the [Virtual Permit Center](#) (if applicable)
- [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). For projects that trigger Design and Site Development review (ex. Exterior facade improvements) include all items that were required as part of the Design and Site Development review including Landscape sheets in the building permit set. It is the responsibility of the applicant to have planning approval prior to submitting for a building permit else it may cause delays in the building permit issuance. Make sure a single combined set of drawings for all disciplines are submitted when applying for a building permit. Building permits will not be issued until all required Planning processes/reviews have been completed and approved.
- Engineering Division approval may be required, which dependent on the scope of the project (contact [Engineering](#) for additional submittal requirements). For projects that trigger site development permits, grading permits, or encroachment permits include all Civil sheets in the building permit set. Site development permits, grading permits, and encroachment permits need to be applied for separately through the Engineering Division. Drawings for site development permits, grading permits, and encroachment permits are extracted from the building permit set, so make sure a single combined set of drawings for all disciplines are submitted when applying for a building permit. Building permits will not be issued until all required Engineering Permits have been approved.
- 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**
  - Approval letter required (Pre-Issuance)
- Contra Costa Health Department Approval**
  - Required for tenants serving/handling food or with a pool or spa
  - Approval letter required (Pre-Issuance)
- Central Contra Costa Sanitary District Approval**
  - Required for locations within the City of Concord where CCCSD owns the sewer lines
  - Contact the Engineering Division to verify if a project falls within a CCCSD area