



Residential – New Residential - Addition Submittal Requirements

**Submittal Requirements
SR-RNEWandRADD**
Effective: August 5, 2020
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 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**
 - 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](#))
- Geotechnical/soil report** (when required)
- Structural calculations** (when required)
- Title 24-energy report**

Waste Management

- The City's waste management process is required for all new homes
- The City's waste management process is required for additions 500ft² or greater or where construction cost is \$50,000 or greater
- For information on the City's waste management process, see [Waste Management Process](#)
- As part of the waste management process a C&D deposit is held for the duration of the project. If all processes are followed the deposit will be returned after the project is finalized

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.
- Planning Division approval required (contact [Planning](#) for additional submittal requirements)



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- Engineering Division approval required (contact [Engineering](#) for additional submittal requirements)
- Transportation Division approval required (contact [Transportation](#))

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

- Contra Costa County Fire Protection District**
 - Fire district approval is required for new residences, detached ADUs, and additions that trigger fire sprinklers. See [Fire Sprinkler Triggers for Single-Family Residences](#) for where fire sprinklers are required
 - Plans must be submitted to the fire district separately, and building permits will not be issued without CCCFPD approval
 - Approval letter required (Pre-Issuance)
- Mt. Diablo Unified School District**
 - School district fees (At time of permit approval the building department will provide a Developer Fee Certificate/Form to the applicant, who is then responsible to go to the school district and pay the applicable fees)
 - New homes and additions 500ft² or greater trigger school district fees
 - Contact the school district for fee rates