



## Commercial Modular Unit New Installation Submittal Requirements

**Submittal Requirements**  
**SR-CMNEW**  
**Effective:** March 3, 2022  
**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](#) (if required for foundation system)
- [Modular Unit Installation Acknowledgement](#)
- [HCD Form 433A](#)

### **Fees**

- Plan Check and Admin Fees** due at time of submittal
- 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
- HCD Modular Unit Fee** is due prior to final. Payment must be made via check in the amount of \$11 per section, made out to the Department of Housing and Community Development

### **Required Design Documents (all in PDF format)**

- Proof of unit ownership** (may be Manufacturer's Certificate of Origin, Certificate of Title or consent from legal owner to install) (HSC 18551)
- Manufacturer's Installation Instructions** (HSC 18551)
- Foundation plans** (Pre-approved HCD system or plans stamped and signed by California licensed engineer or architect) (HSC 18551)
- Site plan** (including setbacks, lot coverage, project scope of work, and site accessibility features)
- Building plans and elevations** (may be provided using HCD approved plans or manufacturer's installation instructions)
- Structural calculations** (when required for foundation)
- Geotechnical/soil report** (when required)
- [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.



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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 new space will have a tenant who has not obtained a business license with the City of Concord
- Planning Division approval required (contact [Planning](#) for additional submittal requirements). When submitting for a building permit, the drawing set should include all items that were required as part of the Design and Site Development review including Landscape sheets. 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 required (contact [Engineering](#) for additional submittal requirements). When submitting for a building permit, the drawing set should include all Civil sheets. 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 (contact [Transportation](#))

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

- Contra Costa County Fire Protection District**
  - Approval letter required (Pre-Issuance)
- Mt. Diablo Unified School District**
  - New buildings 500ft<sup>2</sup> or greater trigger school district fees
  - 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)
  - Contact the school district for fee rates
- 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 city engineering division to verify if a project falls within a CCCSD area.