



Factory Built Housing New Installation Submittal Requirements

Submittal Requirements
SR-FBHNEW
Effective: March 3, 2022
By: Chief Building Official
For Public Use

City of Concord • Community Development Department • 1950 Parkside Drive, MS/51 • Concord, CA 94519 • (925) 671-3107 • bldgpermits@cityofconcord.org

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)

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

Required Design Documents (all in PDF format)

- HCD approved plans** (including approval stamp and resume of what installation work is to be done on-site) (CCR 3081)
- Foundation plans** (Pre-approved HCD system or plans stamped and signed by California licensed engineer or architect)
- Site plan** (including setbacks, lot coverage, project scope of work, and site accessibility features when required for multi-family buildings)
- Structural calculations** (when required for foundation)
- Geotechnical/soil report** (when required)

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)
- 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 and detached ADUs.
 - Plans must be submitted to the fire district separately, and building permits will not be issued without CCCFPD approval
 - Approval letter required (Pre-Issuance)



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□ **Mt. Diablo Unified School District**

- New homes 500ft² or greater trigger school district fees
- All Detached ADU's must file a developer certificate with the school district and those over 750ft² trigger school district fees
- School district certificate/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 file the certificate and pay any applicable fees)
- Contact the school district for fee rates