



Commercial Modular Unit Alteration Submittal Requirements

**Submittal Requirements
SR-CMALT**
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)

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)

- Site plan** (if there is exterior site work, changes to setbacks or lot coverage. Show any changes to site accessibility features)
- Building plans and elevations** (only as required to show alterations. May be provided using HCD approved plans)
- [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.

Other City Approvals Required

- [Business License](#) required for all contractors doing work within the city.
- [Business License](#) required if 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). 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



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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)

- California Department of Housing and Community Development (HCD)**
 - Approval letter or permit required (Pre-Issuance)
- Contra Costa County Fire Protection District**
 - 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 city engineering division to verify if a project falls within a CCCSD area.