Residential – Alterations
Submittal Requirements

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Building Permit Forms
- Contractor's Declaration (Required for licensed contractors)
- Owner-Builders 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
  - 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).
- Structural calculations (if applicable)
- Title 24-energy report (if applicable)

Waste Management
- Alterations where 500ft² or more of the roof is replaced or construction cost is $50,000 or greater require a C&D deposit to be held for the duration of the project (See Waste Management Process)

Other City Approvals Required
- Business License required for all contractors doing work within the city
- Planning Division approval required (contact Planning for additional submittal requirements)

Outside Agencies (Contact agencies directly as separate permit and review requirements may apply)
- Contra Costa County Fire Protection District
  - See Fire Sprinkler Triggers for Single-Family Residences. Where fire sprinklers are required CCCFPD approval is also required
  - Approval letter required (Pre-Issuance)