



## Residential – New Buildings Submittal Requirements

**Submittal Requirements  
SR-RNEW**  
Effective: September 13, 2017  
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 Application/Forms**

- [Application for Building Permit](#)
- [Owner-Builder Acknowledgement and Information Verification Form](#)  
(Required when Building Owner or Agent for the Owner is applying for a permit)
- [Application for Revisions or Submittal of Plan Review Responses](#)  
(Required for revisions to approved plans or when responding to plan check comments)
- [Application for New Address or Change of Address](#) (If applicable)
- [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**

- (4) sets of 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](#) ).
  - For specific drawings requirements contact the building department.
- (2) sets of structural calculations** (if applicable)
- (2) sets of title 24-energy report**

### **Waste Management**

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



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

- Contra Costa County Fire Protection District** (925) 941-3300
  - Approval required (Pre-Issuance)
- Mt. Diablo School District** (925) 682-8000
  - 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.)