**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**

- **CalGreen Non-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 (all in PDF format)**

- **Drawings**
  - All drawings must stamped and signed by a registered licensed professional unless permitted by **Building Design Authority** requirements. Electronic stamp and signatures are acceptable. We do not issue permits if signatures are missing

- **Structural calculations** (if applicable)

- **Title 24-energy report** (if applicable)

- **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

**Waste Management**

- See [Waste Management Process](#)

**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 existing tenant space is changing use and has not obtained a business license with the City of Concord.

- Planning Division approval required (contact **Planning** for additional submittal requirements)
Commercial – Alterations
Submittal Requirements

□ Engineering Division approval may be required, which dependent on the scope of the project (contact Engineering for additional submittal requirements)

□ 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)

□ Contra Costa Fire District Approval
  • 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 Engineering Division to verify if a project falls within a CCCSD area