



Residential – Alterations Submittal Requirements

**Submittal Requirements
SR-RALT**
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 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
 - 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)