



## Residential – New Residential - Addition Submittal Requirements

**Submittal Requirements  
SR-RNEWandRADD**  
**Effective:** August 5, 2020  
**By:** Chief Building Official  
For Public Use

City of Concord • Community Development Department • 1950 Parkside Drive, MS/51 • Concord, CA 94519 • (925) 671-3107 • [bldgpermits@cityofconcord.org](mailto:bldgpermits@cityofconcord.org)

### **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 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**
  - 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](#) ).
- Geotechnical/soil report** (when required. Required for all hillside development)
- Structural calculations** (when required)
- Title 24-energy report**
- For more details of what must be included in the design documents, view the [Design Document Requirements](#)

### **Waste Management**

- The City's waste management process is required for all new homes
- The City's waste management process is required for additions 500ft<sup>2</sup> or greater or where construction cost is \$50,000 or greater
- For information on the City's waste management process, see [Waste Management Process](#)
- As part of the waste management process a C&D deposit is held for the duration of the project. If all processes are followed the deposit will be returned after the project is finalized



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### **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.
- 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](#))

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

- Contra Costa County Fire Protection District**
  - Fire district approval is required for new residences, detached ADUs, and additions that trigger fire sprinklers. See [Fire Sprinkler Triggers for Single-Family Residences](#) for where fire sprinklers are required
  - Plans must be submitted to the fire district separately, and building permits will not be issued without CCCFPD approval
  - Approval letter required (Pre-Issuance)
- Mt. Diablo Unified School District**
  - New homes and additions 500ft<sup>2</sup> or greater trigger school district fees
  - All Detached ADU's must file a developer certificate with the school district and those over 750ft<sup>2</sup> trigger school district fees
  - School district certificate/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 file the certificate and pay any applicable fees)
  - Contact the school district for fee rates