



**ENGINEERING DIVISION - PLAN SUBMITTAL
REVIEW CHECK LIST**

SUBMISSION PACKET

- ___ 1. All documents needs to be submitted at our virtual permit center at <https://aca-prod.accela.com/CONCORD/Default.aspx>.
- ___ 2. Create a site development permit (DEV) if the proposed work is within the private property and public right of way. Create an Encroachment permit (ES) if the proposed work is within the public right of way only.
- ___ 3. Cost estimate per attached template. The permit fee will be estimated based on the cost estimate provided.
- ___ 4. C.3 report and calculations per Contra Costa Clean Water Program.
<https://www.cccleanwater.org/construction-business/development>
- ___ 5. O&M plan and agreement once the C.3 report is reviewed and approved. Three copies of the approved O&M plan and agreement, signed and notarized will be required for the recordation.
- ___ 6. Fixture count (attached form) for the commercial property only.
- ___ 7. Performance and labor and material bonds will be required for the construction of Bio-Retention facilities and the work within the public-right-of-way. Upon completion and acceptance of the construction these two bonds will be returned and One year Warranty bond will be required.
- ___ 8. Contractor should have a current City of Concord business license & Certificate of Liability and Proof of Worker's Compensation, if applicable.
- ___ 9. Inspection request for weekends and Holidays will require an after hour permit.
<http://www.cityofconcord.org/DocumentCenter/View/271/After-Hour-Permit-Application-PDF>
- ___ 10. Once the project is constructed and accepted by the City inspector the developer shall upload the as built plans.