



Building Permit Process City of Concord, CA

Note: Processes are subject to change. Document is intended for general reference and is only updated on a periodic basis. It is the tenant responsibility to contact the city directly to confirm most current process & requirements.

Overview:

Drawings must be submitted to the following jurisdictions for review & approval in order to receive your building permit and ultimately commence construction. In all, this process typically takes 8-12 weeks total.

Currently, a tenant can expect the first round of permit comments in approximately 20-25 days excepting unusual circumstances. Tenants should submit for Landlord approval at the same time they submit for Permit review. This will assure that any comments from the Landlord and the City can be addressed and resubmitted to the City together.

When submitting permit applications, all entities must be taken into consideration. This includes, but is not limited to: City of Concord, the Fire District, the Health Department, Central Costa County Sanitary District, the Bay Area Air Quality Management District, the Buchanan Field Airport Safety Zone (city planner), PG&E, The Mt. Diablo Unified School District, and the State of California Housing and Community Development Department.

Main Points of contact for the City of Concord Building Services Department are listed below:



City of Concord link:

<http://cityofconcord.org>

Building Division:

[Building Division | Concord, CA \(cityofconcord.org\)](http://cityofconcord.org)

Administrative Services:

Permit center technicians provide the following development review services related to building permit:

- Responds to permit status inquiries and general questions about permit processes
- Records Management (imaging, researching, records requests, etc.)
- Plan review of small residential projects
- Fee collection and issuing refunds (e.g. security deposits)
- Permit initialization and issuance (e.g. building permits, reroof permits, solar PV Permits, pool permits, miscellaneous electrical, mechanical, or plumbing permits)
- Monitoring applicant's submittals or external approvals (e.g. Fire District, Health BAAQMD, School District, Special Inspection Final Reports, Final Waste Management Report)
- Permit application routing to all divisions
- Coordination of Consolidated Plan Review Comments from all divisions

General Line: (925) 671-3107

General email box: bldgpermits@cityofconcord.org

Building Forms link:

[Applications & Forms | Concord, CA \(cityofconcord.org\)](http://cityofconcord.org)

Plan Review Services:

The Building Division provides plan review services for all residential and non-residential projects, including OSHP-3 clinics and facilities. The Building Division is responsible for reviewing permit applications for compliance with all applicable local, state and federal building codes and regulations. These include building, electrical, mechanical, plumbing, accessibility, CALGreen, Fire, and energy efficiency codes and standards.

General Line: (925) 671-3107

General email box: bldgpermits@cityofconcord.org

Inspections Services:

- The Building Division provides inspection services for all residential and non-residential projects, including OSHP-3 clinics and facilities. The division performs field inspections on all permits issued to verify compliance with local, state, and federal codes. For inspection requests, all requests must be submitted to: [Form Center • Concord, CA • CivicEngage \(cityofconcord.org\)](http://cityofconcord.org)

C&D Waste Management Services:

Contact Permit Center Technician
Lead Permit Center Technician: Ana Rivera
C&D Help Desk: (925) 671-2700
C&D Help Desk: cdhelp@cityofconcord.org

As of July 1, 2013, the City of Concord mandates the use of GreenHalo (www.greenhalosystems.com) for permit holders subject to the City's Waste Management provisions to track and submit their final C&D Waste Management reports. The use of GreenHalo's basic features is free to the City and to permit holders. For questions on use of GreenHalo, please contact GreenHalo Customer Service: (888) 525-1301.

Building Code Enforcement Services:

The Building Division is responsible for providing building code conditions and violations of the City of Concord's Construction Codes. To learn more or to report potential building code violations, see the Building Code Enforcement Process guideline at <http://www.cityofconcord.org/pdf/permits/building/BuildingCodeEnforcement.pdf>

Building Division Contact Information:

City of Concord
Permit Center
1950 Parkside Drive, MS/51
Concord, CA 94519

(925) 671-3107 Permit Center
(925) 671-3330 Building Inspectors and Building Code Enforcement
(925) 671-3109 Inspection Requests

Building Officials:

Ryan Pursley,
Chief Building Official
Phone: (925) 671-3173
E-mail: ryan.pursley@cityofconcord.org

Tony Anton,
Building Inspector
Phone: (925) 671-3070

E-mail: Anthony.anton@cityofconcord.org

Dale Kent,

Building Inspector

Phone: (925) 671-3285

E-mail: dale.kent@cityofconcord.org

Mike Larsen,

Building Inspector

Phone: (925) 671-3055

E-mail: mike.larson@cityofconcord.org

Building Division – Outside Organizations Contact Information:

This document provides a list of the outside organizations that applicants for permits or permit holders are required to obtain approvals and/or final inspections from depending upon the type of project being constructed or the proposed uses.

Fire District:

All new buildings regardless of occupancy groups. All additions or alterations to non-residential and multi-family buildings. The fire district also has jurisdiction over temporary tents or canopy structures.

Contra Costa County Fire Protection District
4005 Port Chicago Hwy., Suite 250
Concord, CA 94520-1180
(925) 941-3300

Health Department:

Projects involving the following must submit to the Health Department directly for review and permitting:

- Food service uses
- Hazardous material storage or usage
- Hazardous remediation projects
- New, replaced, or abandoned water wells
- New, replaced, or abandoned private sewer disposal systems and leach fields

The Health Department also handles vector control

Contra Costa Health Services
50 Douglas Drive, Suite 310
Martinez, CA 94553
(925) 646-1600

Contra Costa County Sanitary District (CCCSD):

Exterior lateral building sewers and the sewer mains within the City of Concord are serviced (regulated, plan reviewed and inspected) by either the City of Concord or the CCCSD depending upon the location of the project. Please refer to the “sewer information document” (<http://www.cityofconcord.org/pdf/permits/building/BuildingSewerInformation.pdf>)

for more detailed information about the service areas and how to determine which service area your project is in.

If you are in the CCCSD service area, you must submit plans and specifications to the CCCSD for review and approval of your project before the City of Concord will issue a permit. The CCCSD will also provide all inspections on sewer laterals and mains if it is located within the CCCSD service area.

Bay Area Air Quality Management District (BAAQMD):

The BAAQMD regulates air quality. They issue permits for asbestos abatement projects. The City requires applicants to obtain "J" numbers from the BAAQMD prior to issuance of a permit that involves demolition to address asbestos removal in a safe manner. They also regulate many other types of projects related to air quality.

Buchanan Field Airport Safety Zone:

Be sure to discuss with the City Planner whether the project is located within the Buchanan Field Airport Safety Zone boundaries. The airport safety zone is an overlay to the zoning/base maps. Planning can determine whether a site is in a safety zone. A copy of the Airport Land Use Compatibility Plan is available and can advise on basic requirements before referring them to the Airport Land Use Commission (ALUC) for more information.

The main contact at ALUC is Jamar Stamps, (925) 674-7832 or jamar.stamps@dcd.cccounty.us

The County ALUC website (<http://www.contracosta.ca.gov/4307/Airport-Land-Use-Commission-ALUC>) provides additional information.

PG&E:

For electrical or gas service planning and construction. Also for PG&E Green Book. (<https://www.pge.com>)

Mt. Diablo Unified School District:

For questions on school district fees, contact Mary Greathouse, Sr. Account Clerk, within the Fiscal Services Department of the school district. Ms. Greathouse can be reached at (925) 682 8000 ext 4079.

State of California Housing and Community Development Department (HCD):

Whenever an applicant considers the installation, alteration, or repair of a modular unit (e.g. a manufactured home, mobile home, or commercial coach) the applicant must first obtain design and permitting approval from HCD for the unit itself. Having a HCD approved set of plans is sufficient for this purpose.

The City of Concord only has jurisdiction (plan review and inspection) over the following specific elements:

- Construction type and occupancy group listed on the insignia of the modular unit installation matches the proposed construction plans
- Utility hook-ups, including electrical, sewer, and water
- The foundation design and construction
- Access to, including disabled access to, the unit, and
- Exiting from the modular unit.

Applicants have the choice of converting the DMV registered modular unit to real property or keeping it as a DMV registered modular unit. Thus, the applicants must review and complete an “Acknowledgement Form” as part of the permitting process with the City.