



Contra Costa County
Department of Conservation and Development, Building Inspection Division
CHECKLIST REQUIREMENTS FOR OBTAINING A BUILDING PERMIT

Revised 08/12

Provide **3 sets of plans**. Plans should be drawn to 1/4" = 1'-0" scale on paper 18" x 24" min. and must be of sufficient clarity to indicate the nature and extent of the work. Building designs must meet current building codes (2010 California Building, Electrical, Mechanical, and Plumbing Code and Title 24 energy design requirements.) A full plan submittal is required for all work, including the FULL scope of ALL work that is proposed. Review the [Plan Submission Guidelines](#) for more information. This check list will assist you with the permit application process, but is not meant to be all inclusive.

The plan submittals shall include the following items:

- A complete plot plan** showing the entire lot, with all existing structures and proposed structures, and the distances from each structure to other structures and property lines. Provide 3 copies of plot plan.
- Survey** letter will be required. All property lines and corners must be set in relation to the project by a licensed surveyor or civil engineer.
- A foundation plan and details**. Show foundation sizes, reinforcing steel and anchor bolts. Some areas of the County may require a soils engineer's report.
- A floor plan** of the existing structures and the new structures, including room dimensions, locations and sizes of windows and doors. The plans should show the locations of new electrical receptacles, light fixtures, switches, and plumbing fixtures. The locations and sizes of existing and/or new main electrical service panel and furnace or heating appliances should be shown.
- A roof plan** showing the size and spacing of all roof components.
- A framing plan** of roof and floors showing size and spacing of all beams, floor joists, rafters, headers, bracing, floor and roofs sheathing, roof covering, insulation and interior finish. Include a floor plan showing location of shear walls and tie downs.
- All elevations (views)**, cross section(s) and construction details of the building.
- Provide 2 copies of Title 24** Energy Compliance forms and calculations. If HERS Verification is required, must submitted registered watermarked copies of report.
- Provide 2 copies of any engineering** calculations and details.
- Provide 2 copies of soils report** if applicable.
- Plans must be approved and stamped by the Sanitary District serving the property**. Properties with septic systems must also provide clearance from Contra Costa County Environmental Health (925) 692-2500.
[Listing of Sanitary Districts](#)
- School District Fee Receipt** for properties located in the Antioch, Livermore, West Contra Costa, Mt. Diablo or San Ramon Valley School Districts. The mentioned schools have a fee levied on new dwellings based on square footage.
[Listing of School Districts](#)
- Plans must be approved** by Community Development Division at the Application and Permit Center 30 Muir Rd, Martinez CA 94553 or call (925) 674-7200 for information. If your project is located in Clayton, Lafayette, Moraga or Orinda, you will need to get approval from the City's Planning Department. [Listing of City Planning Departments](#).
- Permit to construct in the flood plain** from the Public Works Dept. at the Application and Permit Center, 30 Muir Rd, Martinez, CA 94553 (925) 674-7744.
- If you are a homeowner undertaking a do-it-yourself project**, you must provide proof of property ownership and complete an Owner/Builder verification form. If you have a general contractor, he or she may obtain the building permits. Most permits for residential construction can be issued the same day provided that the proper agency approvals have been obtained, i.e., planning, health, school, etc. Large or complex projects may require review by our engineering staff.

For information, clarification or questions call the Building Inspection Division at (925) 674-7200, or County web site: www.contracosta.ca.gov/dcd for applications and forms.

For an estimate of fees call (925) 674-7200. Please have ready the parcel number and square footage of the project.