



Drawings

With some exceptions, most all projects will require drawings describing the proposed work. Some of the projects that normally do not need drawings are:

- Water heater replacements
- Electrical service upgrades
- Re-piping an existing residence
- Minor electrical work
- Minor plumbing work
- Re-roofing
- Heater and/or air conditioning installations and replacements
- Pest control damage
- Tub and/or shower installations and replacements
- Siding and/or stucco replacement

Plan Reviews

When drawings are required, some amount of plan review will be needed. The drawings for most projects will need to be submitted for review. The review process takes between 8 and 15 working days depending on the volume of projects waiting for review. Some small projects may be reviewed “over the counter,” depending upon the scope of the work, the size of the drawing package, and availability of plan checkers.

Plan Review Fees

Plan review fees are collected at the time the drawings are submitted for review. Fees are based upon the construction valuation of the entire project.

Number of Sets of Drawings Needed for Review

Simple projects may need only three (3) sets of drawings. More complicated projects will need up to seven (7) sets of drawings. There are seven (7) different City divisions which may need to review the drawings for a project. The divisions are listed below with a brief description of the type of projects they would normally review. If your project fits any of the descriptions, you will want to include a separate set of drawings for that division’s review. In order to meet review turn-around times, it is optimum to submit a set of drawings for each division which will be reviewing your project so all reviews can occur concurrently.

- **Building Inspection:** Reviews drawings for all projects.
- **Planning Division:** Reviews drawings for projects that: Go through a land use permit process and were approved by City Council, have an increase in floor area, involve changes to the exterior of the building when such building wall is either approved by a City Council resolution or is located in a zone district that requires reviews.

- **Fire Department:** Reviews all industrial and commercial projects, hotels, apartment complexes, new single-family dwellings and any project which could result in modification to an existing fire sprinkler system.
- **Hazardous Materials Division:** Reviews any commercial or industrial project which may use or store hazardous materials.
- **Landscape-Parks Division:** Reviews projects that went through a land use permit process and were approved by City Council.
- **Engineering Division:** Reviews all projects involving grading activities, all new construction, including single-family dwellings, and any project that went through a land use permit process and was approved by City Council.
- **Police Department:** Reviews projects involving handling of high-cost or restricted material (i.e., jewelry, computers, pharmaceuticals, etc.) and projects which offer personal services such as acupuncture, chiropractic, massage, etc.

All Plans Submitted to Building Inspection Division

All plans and applications for a building permit are submitted to the Building Inspection Division which is located at 37101 Newark Boulevard. The Building Inspection Division will route drawings to the proper divisions, collect all comments and provide the applicant with a letter describing detailed instructions, comments, and fee estimates.