Preliminary plans can be submitted by the applicant for review and comment by City staff. There is no fee for the first two reviews for commercial or industrial projects; subsequent reviews will require a fee of $500 each. There is a $500 fee for a cell site review and an $800 fee for all residential reviews. Subsequent reviews for residential projects will require a fee of $900 each. The preliminary review is designed to outline some of the requirements that must be satisfied prior to the issuance of a building permit. The following plans are requested to expedite this preliminary review:

- A letter briefly describing the scope of the project; number of employees, hours of operation, etc.
- **Six (6) site plans** (appropriate size and scale) denoting location, dimension and configuration of proposed buildings and uses thereof, parking stalls, vehicular access ways, pedestrian ways, fencing, landscaped and/or recreational areas, spaces between buildings, street rights-of-way, existing street improvements, etc.
- **Six (6) floor plans** indicating all intended uses (if applicable).
- **Six (6) scaled elevation drawings** showing each side and color of all proposed buildings (if available).

The estimated review time is 3 weeks.

**Note:** A submittal of plans for a building permit and plan check without a preliminary review will generally require a longer processing time.

Preliminary review and comments will be provided by the following City divisions/departments:

- Building Inspection Division
- Engineering Division
- Landscape-Parks Division
- Planning Division
- Fire Department
- Police Department

Agencies other than the City of Newark which have independent service jurisdiction must be contacted by the developer directly. The following is a partial list of such agencies:

- Alameda County Flood Control and Water Conservation District (storm drainage)
- Union Sanitary District (sanitary sewer)
- Alameda County Water District (water)
- Pacific Gas and Electric Co. (gas and electric)
- Alameda County Environmental Services/Health Department (food preparation and regulations)
- Republic Services (garbage pick-up)
- AT&T (telephone service)
- BAAQMD (air pollution)

For more information, contact the Planning Division at (510) 578-4215.

(Updated 7/2014)