



Changes to Inspection, Application and Permitting Operations During the Shelter in Place Order



Effective May 4, 2020

Highlights

- All DCD buildings are closed to the public. We are, however, conducting all normal business remotely.
- We are accepting all types of permit applications, issuing all types of permits and conducting all types of new construction inspections.
- Our process has changed and is now mostly electronic.
- Please not come to our office for advice or information as our permit centers are not open.

For updated information about COVID-19, please visit coronavirus.cchealth.org

Overview

Beginning May 4, 2020, when restrictions on construction are eased by the [Shelter in Place Order](#), the Department of Conservation and Development (DCD) will resume accepting all types of building and planning applications, issuing all types of permits and conducting inspections on all types of construction. However, DCD will be shifting to virtual, electronic processes for submitting nearly all building and planning permit applications and issuing nearly all permits. Customers are being requested not to travel to DCD offices for advice or information as all buildings and permit centers are not open to the public. DCD staff will be able to assist customers with navigating the electronic permitting process by phone and electronic communication. This immediate change in operations is being made to support the rapid resumption of construction activities while protecting public health.

Please find additional information on the changed operations in the sections below.

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Facility Closures

- Each DCD physical office (Lafayette, Martinez, & Brentwood) is temporarily closed to the general public. A limited number of employees are working on site with the rest working remotely or in the Emergency Operations Center. Our hours remain unchanged.
 - All walk-in and over-the-counter services are suspended.
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Planning Applications and Approvals

Starting Monday, May 4, 2020, all Planning applications (use verifications, design reviews, tree permits, variances, land use permits, development plans, etc.) are being accepted electronically (on-line) only. For assistance with submitting a planning application on-line please call (925) 674-7200 and someone will assist you with starting the application submittal process.

For a new Building Permit:

- Obtain flush roof-mount photovoltaic, residential re-roof, and simple mechanical, electrical, and plumbing permits at our [e-Permits Center](#). This is our simplest, quickest permit process.
- For all other permits, email a completed [permit application](#) (including a description of the proposed project, and the applicant's phone number and email) to APCintake@dcd.cccounty.us. Call (925) 674-7200 if you are having difficulties. Staff will reply within one to two working days to request or provide more information and to provide you with a link to upload required documents if needed.
- Your project may require approval from city/county planning, public works, environmental health, sanitary district, reclamation district, or fire department. Some

approvals may not be electronic. We will let you know what other approvals you will need to apply for and will help you coordinate how to communicate the necessary approvals back to us.

- Larger permits require plan review, we will email you an invoice and instructions for paying online.
- If we have comments on necessary revisions to your plans, we will email those to you as well as a link to upload your revised documents.
- When the plans have been approved and final payment is received, we will email you a link to download your permit and approved plans.

Payment Options

- Pay for **Building Permits** online with credit or debit card, or by e-check at [e-Permits Center](#). Our vendor's fees are \$3.00 for up to \$10,000, and \$15.00 for larger amounts for e-checks, and 2.5% for credit or debit. No cash payments can be accepted. If you have questions, please call us at (925) 674-7200.
- Payments **Planning Applications** must be made with by check when Planning requires this. Make check out to Contra Costa County and send to 30 Muir Road, Martinez, CA 94553.

Tracking your Progress

To track your permit's progress through plan check go to [e-Permits Center](#) and search by your permit number or planning application number at the foot of the page. You do not need to login. Please note that until your documents are complete, we will not be able to give you a permit or application number, and you will not be able to track your project.

Issuing Permits

- Starting May 4, 2020, all new permits will be issued by email. You will print your own permit card for your inspector.
- For all plans submitted prior to May 4, 2020, **Do not come to pick up your permit unless** you have received a phone call or email from County with instruction regarding anything you may need to bring with you (I.D., authorized agent form, school fee

receipt, etc.), paid online, and arranged a scheduled time for pick up. Staff will meet you at your scheduled time at either **door #1 or door #2** at 30 Muir Road. Follow signage for social distancing and other directions.

- **For pick up at the Lafayette office, please call (925) 299-0263 for an appointment time.**
 - You will supply one (1) printed field set of plans for construction.
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Inspection Services

- If your project has been suspended during COVID-19, please call (925) 674-7204 to resume inspections.
 - [Inspection requests and timeframe](#) processes remain unchanged.
 - During inspections, follow these **required Construction Safety Protocols** for [small projects](#) and [large projects](#).
 - **Notice** must be posted on site consistent with the safety protocols. Here is one acceptable example.
 - Owner/Contractor must have the printed field set of plans at inspection.
 - **Field Inspections are ongoing.** Inspectors will verify that your construction complies with the safety protocols. If inspector deems site is not complying, he/she may deny your inspection.
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Building Permit Extensions

- All currently active building permits, and any permits which have expired since March 16, 2020, will receive a 60-day extension.
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Code Enforcement

- Our Code Enforcement program is focused on immediate health and safety concerns, including compliance with the [construction safety protocols](#) in the May 4, 2020 [Health Order](#).
 - [A Code Enforcement Complaint](#) may be submitted online.
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