



City of Pittsburg

Community & Economic Development -Building Division
 65 Civic Ave Pittsburg, CA 94565
 Phone: (925) 252-4910 Fax: (925) 252-4814
 Email: buildingdivision@pittsburgca.gov

Building Permit Submittal Checklist: New Construction

This checklist should help you to understand what we will be looking for when reviewing your plan submittals. As a rule, additional time spent during the development portion of your project will result in reduced miscommunication during the construction phase. Your plans should show the complete scope of the work, so that anyone who reads the plans can fully understand the materials, dimensions, sizes, colors, building process, location, etc. of the project. A complete, accurate, and legible set of plans will allow us to sort out any corrections needed before money and effort is put into the project. At inspection, we will be verifying that the plans match what is installed, which may require submittal of revisions. We both share the goal of seeing your project through to completion, both efficiently and to code.

What Should the Plans Look Like?

1. Plans must be accurate. For example, noting that the shed you are proposing is 20 feet wide when in reality 40 feet wide.
2. Plans must be complete. As an example, you are building a shed and don't include the detail that you plan to install a tile roof.
3. Plans must be legible. Photocopies, drawings taped together, drawings in crayon, and drawings that are on paper less than 11" x 17" may result in the miscommunication of your project. When hand drawing plans in ink, you will likely have to re-draw them several times so that you have a clear set at the time of submittal.

These three examples could significantly delay at the time of inspection and require costly fixes.

Checklist of What Factor we're Looking For?

For additional detail of each checklist item, please refer to the "Building Permit Submittal Requirements Residential Addition and Major Alteration" handout.

Done?	Checklist Item	Requirements
	Project Information	Name of Architect, address and owner information, scope of work, building area, and building codes design criteria. (cover sheet)
	Architectural Plans	Site plan, floor plan, roof plan, elevations, cross sections, details and notes. ("A" sheets)
	Structural Plans	Foundation plan, floor framing plan, roof framing plans, prefabricated roof trusses, truss letters approved by EOR and structural details. ("S" & "SD" sheets)
	Electrical, Mechanical, and Plumbing Plans	Sizes and locations of all equipment and service ("E, M, P" sheets)
	Documentation	Structural Calculations and Title 24 Energy Reports (All Title 24 Energy Reports photocopied on last sheets of plan-set)
	Submittal Package Requirements Met	<ul style="list-style-type: none"> • All sheets must be signed and or stamped by Designer and Architects or Engineers. • Plans are to be submitted through the online permitting portal by either a licensed architect or registered engineer. (Graph paper is unacceptable.) • Scale: All drawings shall be drawn to an adequate scale with scale indicated: <ul style="list-style-type: none"> ○ Plot Plans: 1/8"=1' ○ Floor Plans: 1/4"=1' ○ Foundation Plans: 1/4"=1' ○ Floor and Roof Framing: 1/4"=1' ○ Building Cross Sections: 1/4"=1' or 1/2"=1' ○ Exterior Elevations: 1/8"=1' or 1/4"=1'

Please Note

- Submittals lacking any of the required items may be deemed incomplete and returned for correction without review. Please contact the Building Division at (925) 252-4910 with any questions regarding submittals.
- A building permit may only be issued to a California Licensed Contractor or to the Homeowner.
- Any contractor/subcontractor or firm performing work within the City of Pittsburg must first obtain a City of Pittsburg Business License.
- Approvals from all departments and agencies must be in hand prior to the issuance of the building permit. When necessary, separate submittals are required by the Contra Costa Fire Protection District, Delta Diablo Sanitation, C.C.C. Water and the three School Districts.
- Contra Costa Fire Protection District
4005 Port Chicago Hwy, Suite 250
Concord, CA 94520
Contra Costa Fire Protection District (cccfd.org)
(925) 941-3300
- Contra Costa Water District
1331 Concord Avenue
Concord, CA 94520
Contra Costa Water District, CA | Official Website (ccwater.com)
(925) 688-8000
- Delta Diablo Sanitation
2500 Pittsburg Antioch Hwy
Antioch, CA 94509
<http://www.ddsd.org>
(925) 756-1900
- Contra Costa Health Services
Environmental Health
2120 Diamond Blvd, Suite 200
Concord, CA 94520
Contra Costa Health Services :: CCHS main page :: Contra Costa Health Services
(cchealth.org)
(925) 692-2500
- Pittsburg Unified School District
2000 Railroad Ave. Ste A
Pittsburg, CA 94565
(925) 473-2334
- Mt Diablo Unified School District
1936 Carlotta Drive
Concord, CA 94519
(925) 682-8000
- Antioch Unified School District
510 G Street
Antioch CA 94509
(925) 779-7500