

## EXPRESS OVER THE COUNTER PLAN CHECK

Projects that can be reviewed, approved and processed in 30 minutes or less are eligible for over the counter (OTC) plan check appointments, unless otherwise noted. The criteria below are guidelines intended to assist applicants evaluate whether a project is appropriate for OTC. Appointments are available 8:30 to 11:30 am at the Permit Center, by contacting the Building & Safety Division at 925-931-5300 to schedule an appointment.

Please arrive 15 minutes prior to the appointment time to check-in, or 30 minutes prior to the appointment time when any exterior changes are proposed so the Planning Division may review.

We are only accepting electronic submittals. ***Please upload your documents and completed application by noon the day before your appointment*** through [Accela Citizen Access \(ACA\)](#). For submittal instructions, please refer to the [Electronic Building Plan Check Submittal](#) handout.

### TUESDAY, WEDNESDAY & THURSDAY APPOINTMENTS

- Residential additions (single-story, under 500 square feet)
- Residential remodels with minimal structural alterations
- Residential accessory structures, sheds, patio covers, arbors (under 500 square feet)
- Residential garage conversions
- Custom pools/spas
- Tenant improvement with minimal structural alterations and no change of use
  - o Under 10,000 square feet
  - o Under \$250,000 valuation
- \*Restaurant projects do *not* qualify for OTC
- Residential electric vehicle chargers
- Single-family residential in-ground swimming pools and spas (pre-engineered plans)
- Custom pools/spas with a master plan on file
- Signs
  - o Plans shall show wall mounted sign size, location and attachments.
  - o If illuminated internally or externally, Title 24 form is required (use link below).  
[https://ww2.energy.ca.gov/title24/2019standards/2019\\_compliance\\_documents/Nonresidential\\_Documents/NRCC/2019-NRCC-LTS-E.pdf](https://ww2.energy.ca.gov/title24/2019standards/2019_compliance_documents/Nonresidential_Documents/NRCC/2019-NRCC-LTS-E.pdf)
  - o Monument signs (less than seven-feet tall)