



**Community Development
Department
Building & Safety Division**
200 Old Bernal Avenue
Pleasanton, California 94566
Phone 925-931-5300
www.pleasantonpermits.com



**Livermore - Pleasanton
Fire Department
Fire Prevention Division**
3560 Nevada Street
Pleasanton, California 94566
Phone 925-454-2361
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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 complete the application, or 30 minutes prior to the appointment time when any exterior changes are proposed so the Planning Division may review.

Three sets of plans, and two sets of any calculations or other necessary documentation are required for most submittals. All pages of plans must be signed, dated, and when prepared by a design professional, stamped.

TUESDAY & THURSDAY APPOINTMENTS (Building)

- Residential addition (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
- Tenant improvement with minimal structural alterations and no change of use
 - o Under 10,000 square feet
 - o Under \$125,000 valuation

*Restaurant projects do *not* qualify for OTC

WEDNESDAY APPOINTMENTS (Building)

- Residential rooftop photo-voltaic systems
- 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 3 sets of plans showing wall mounted sign size, location and attachments
 - o If illuminated internally or externally, Title 24, form CEC-NRCC-LTS-01-E required
 - o Monument signs (less than seven-feet tall)

THURSDAY APPOINTMENTS (Fire)

- Fire sprinkler system: not to exceed 10 heads with no significant impact on system calculation
- Fire alarm system: not to exceed 10 notification devices (i.e. horn strobes) with no significant impact on system calculation. Initiating devices (i.e. smoke detectors, waterflow switches, pull stations, etc.) do *not* qualify for OTC.
- Light hazard (B occupancy, office spaces)

*New systems or tenant improvements requiring reprogramming of panel do *not* qualify for OTC