

EXPRESS OVER THE COUNTER PLAN CHECK

Applicants are strongly encouraged to contact the Planning Department prior to submitting to the Building Department. Depending on the project type and scope, Planning review and approval may be required before submitting for a building permit. For more information, contact the Planning Department at pod@cityofpleasantonca.gov.

Projects that can be reviewed within a 30-minute plan review window may be eligible for the Over-the-Counter (OTC) program. Eligibility is determined by staff based on project complexity and availability. The criteria below are general guidelines to help applicants evaluate whether a project may qualify for OTC processing.

Appointments are available Tuesday through Thursday from 9:00 AM to 11:00 AM at the Permit Center. To schedule an appointment, please contact the Building & Safety Department at (925) 931-5300. Please arrive 15 minutes prior to your appointment to check in, or 30 minutes prior if exterior changes are proposed and Planning approval has not been obtained prior to the appointment.

We only accept electronic submittals. **All plans and supporting documents shall be submitted the day before appointment before noon** through [Accela Citizen Access \(ACA\)](#). For step-by-step instructions on submitting electronically visit the Permit Center, scroll to "Handouts and Information," and select "Electronic Submittals."

Qualifying projects

Residential:

- Residential Accessory Structure – Pergolas/gazebos/sheds (under 15ft), new pools, and decks.
- Residential Addition – Additions to the main dwelling under 500 square feet (additions only; no interior remodels or alterations).
- Residential Alteration – Kitchen/bathroom remodels, or similar remodels with minimal structural components and pool remodels.
- Residential Demolition – Pool demolition.
- Residential Photovoltaic (PV) – Solar photovoltaic (PV) and/or Energy Storage System (ESS) projects, and reinstallation of solar due to reroof.
- Residential Trade – Trade permits which require plan review.

Commercial:

Tenant Improvements (*Restaurant projects are not eligible for OTC*)

- Tenant improvement with no structural alterations and no change of use
 - under 7,500 square feet or less.
 - Project valuation does not exceed \$150,000.
- Demolition projects 10,000 square feet or less.

Signs

- Plans shall show wall-mounted sign size, location, and attachment details.
- If illuminated (internally or externally), energy compliance forms are required.
- Monument signs less than 7 feet in height may be eligible.