

**Development Services Division
Application Submittal Matrix**

Columns to the right describe project types

Rows below describe application materials

Applicable Codes as of January 1, 2023:
2022 California Codes

		New									Alterations															
		Commerical	Single Family Residence (Custom and Subdivisions)	Modular/Mobile Home	Assessory Dwelling Unit	Multi Family Project	Detached Garage, Shed, Workshop, Barn	Patio Cover, Gazebo, Carpport, Decks	Small Cell Facility	Swimming Pool/ Spa	Additions		Interior Work			Misc.										
											Commercial Additions	Residential Additions	Commercial Tenant Improvements	Residential Interior Remodel	Gas Fireplace Insert	Sewer & Water Connection	Retaining Walls	Signs	Demolition (J-Number Required)	Windows/Doors	Photovoltaic System	EV Charger	Rooftop Unit	Damage Repairs	Gas and Electrical for future use	Cell Site Modification
General	Complete Permit Application	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Plan Cover Sheet	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X		X	X	X	X(2)	X	X
	Title 24 Compliance Forms	X	X		X	X			X		X	X(2)	X(2)	X(2)			X						X			
	CalGREEN Compliance Forms	X	X		X	X					X	X	X(2)	X(2)												
	Standard/Project-Specific COA	X	X	X	X	X			X		X(2)		X(2)													
	Site Plan (utilities for custom & modular homes)	X	X	X	X	X	X	X	X	X	X	X	X(2)		X(2)		X	X	X(2)		X(2)	X(2)		X(2)	X	X
	Commissioning Plan	X(2)				X(2)					X(2)															
Architectural Plans	Floor Plan, Code Analysis, Exiting Analysis	X	X	X	X	X	X			X	X	X	X	X			X		X(2)		X(2)		X(2)	X(2)	X(2)	
	Roof Plan	X	X		X	X	X	X(2)		X	X									X		X	X(2)		X(2)	
	Exterior Elevations	X	X	X	X	X	X	X		X	X	X(2)					X					X(2)	X(2)		X(2)	
	Demolition Plan							X(2)		X(2)	X(2)	X(2)	X(2)	X(2)				X	X(2)				X(2)			
	Building Cross-Sections	X	X		X	X				X(2)																
	Architectural/Accessibility Construction Details	X	X		X	X		X(2)	X		X(4)	X	X(4)				X				X(2)	X(2)				
Structural Plans	Geotechnical/Soils Report	X	X	X(2)	X(2)	X	X(2)			X(2)	X(2)					X(2)	X(2)								X(2)	
	Foundation Plan	X	X	X	X	X	X	X		X	X					X	X(2)						X(2)		X(2)	
	Floor Framing Plan	X	X		X	X	X(2)			X	X	X(2)	X(2)										X(2)			
	Roof Framing Plan	X	X		X	X	X	X(2)		X	X												X(2)	X(2)		
	Truss Calculations	X	X		X	X	X(2)	X(2)		X	X(2)													X(2)		
	Wall/Shear Wall Framing Plan	X	X		X	X	X			X	X	X(2)	X(2)			X							X(2)			
	Structural Details	X	X	X	X	X	X	X	X	X	X	X	X(2)	X(2)		X	X(2)		X(2)				X(2)		X(2)	
	Structural Calculations	X	X	X	X	X	X(2)	X(2)	X	X(2)	X	X(2)	X(2)	X(2)		X(2)	X(2)					X(2)	X(2)		X(2)	
Electrical / Plumbing / Mechanical	General Notes and Legends	X	X		X	X		X		X						X										
	Site and Building Lighting Plans	X(2)				X	X(2)	X(2)	X(2)	X	X(2)	X(2)	X(2)													
	Photometric Plan	X(2)				X				X(2)																
	Equipment Schedules and Details	X(2)				X		X		X		X(2)										X(2)	X(2)		X(2)	
	Roof Plan (Electrical/Plumbing/Mechanical)	X(2)	X(2)		X(2)	X(2)	X(2)			X		X(2)								X(2)		X(2)	X(2)			
	Ceiling Plan (Electrical/Mechanical)	X(2)				X(2)				X	X	X(2)	X(2)										X(2)			
	Electrical Floor Plan/Elec. Plans/Load Calcs.	X	X	X	X	X	X(2)	X(2)	X(2)	X	X	X(2)	X(2)	X(2)					X	X			X(2)		X	
	Plumbing Plan	X(2)	X	X	X	X	X(2)	X(2)	X(2)	X	X	X(2)	X(2)	X									X(2)			
Misc.	Title 24 (Electrical/Mechanical)	X(2)	X		X	X(2)				X	X	X(2)	X(2)			X(2)							X(2)			
	Accessibility Hardship Application Form ⁽¹⁾									X(2)		X(2)														
	Special Insp./Structural Observation Form ⁽¹⁾	X	X		X	X	X(2)			X(2)	X(2)					X(2)	X(2)						X(2)		X(2)	
	Elevation Certificate/Pad Certification ⁽¹⁾	X	X	X(2)	X	X	X(2)			X(2)	X(2)															
	Compaction Report ⁽¹⁾	X	X	X(2)	X	X	X(2)			X(2)	X(2)															
	Manufacturer Specifications	X(2)		X		X(2)		X		X(2)		X(2)	X(2)	X		X(2)	X(2)			X	X(2)	X			X	
	Trash Enclosure Plans and Details	X				X				X(2)		X(2)														
	Industrial Wastewater Survey	X				X				X		X														

⁽¹⁾ Required prior to permit issuance, but not necessarily at the time of permit application.

⁽²⁾ Applicability dependent on the scope of the project and particular project parameters.

⁽³⁾ Health Department review is required for most projects served by a septic system.

⁽⁴⁾ Accessibility Upgrade Analysis required (apply 20% rule).

	New										Alterations																
	Commerical	Single Family Residence (Custom and Subdivisions)	Modular/Mobile Home	Assessory Dwelling Unit	Multi Family Project	Detached Garage, Shed, Workshop, Barn	Patio Cover, Gazebo, Carpport, Decks	Small Cell Facility	Swimming Pool/ Spa	Additions		Interior Work			Misc.												
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Approvals & Fee Payments Required Prior to Permit Issuance	Development Services Division	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	Neighborhood Services Division (Building)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Planning Division	X	X	X	X	X	X	X	X	X	X	X	X(2)			X(2)	X		X(2)	X(2)		X	X(2)	X(2)	X(2)	X(2)	X(2)
	Police Department	X	X	X(2)		X					X		X														
	Solid Waste Division	X				X					X(2)																
	Waste Water Division	X(2)				X					X(2)		X														
	Development Engineering Division	X	X(2)	X(2)		X			X		X(2)					X	X(2)										X(2)
	Landscape Review (Parks & Planning Divisions)	X	X	X		X					X(2)																
	Model Complex/Sales Office (Planning Division)		X																								
	East Contra Costa Fire Protection District	X	X	X	X(2)	X					X	X(2)	X	X(2)							X(2)	X(2)	X(2)	X(2)			
	Health Department (3)	X(2)				X				X(2)	X(2)		X(2)			X											
	Flood Control	X	X	X	X	X	X(2)			X	X(2)																
	Brentwood Union/Liberty Union School Districts	X(2)	X	X	X(2)	X					X(2)	X(2)		X(2)													
	Bay Area Air Quality Management District																		X(2)								

- (1) Required prior to permit issuance, but not necessarily at the time of permit application.
- (2) Applicability dependent on the scope of the project and particular project parameters.
- (3) Health Department review is required for most projects served by a septic system.
- (4) Accessibility Upgrade Analysis required (apply 20% rule).

Contra Costa Country Fire Protection District	4005 Port Chicago Highway, Concord, CA 94520	(925) 941-3300
Police Department	9100 Brentwood Blvd, Brentwood, CA 94513	(925) 634-6911
Health Department	2120 Diamond Blvd, #200, Concord, Ca 94520	(925) 692-2500
Flood Control	255 Glacier Drive, Martinez, Ca 94553	(925) 646-1269

Brentwood Union School District	255 Guthrie Lane, Brentwood, Ca 94513	(925) 513-6300
Liberty Union High School District	20 Oak Street, Brentwood, Ca 94513	(925) 634-3521
Bay Area Air Quality Management District	375 Beale Street, #600, San Francisco, Ca 94105	(415) 749-4762