



# EXPRESS REVIEW



COMMUNITY DEVELOPMENT DEPARTMENT • 345 N EL DORADO STREET • STOCKTON, CA 95202 • (209) 937-8561  
www.stocktonca.gov/buildinginspection

## RESIDENTIAL TUESDAY'S

Projects eligible for express review include:

- ◆ Garage conversions
- ◆ Outdoor pools and spas
- ◆ Rear yard patio enclosures and sheds
- ◆ Remodels with minor structural changes
- ◆ Interior work (w/out structural changes)
- ◆ Rear attached patio covers or trellis'
- ◆ General code questions

**NOTE:**

1. Projects located in a [Design Review District](#), Channel Area and/or [Historic Landmark](#) structure may not qualify;
2. Estimated plan review time exceeding 1 hour may not qualify;

## COMMERCIAL WEDNESDAY'S

Projects eligible for express review include:

- ◆ Interior alterations (see note #1 below)
- ◆ Minor electrical
- ◆ HVAC installations (see note #8 below)
- ◆ General code questions

**NOTE:**

1. Basic interior alterations (no first-time tenant improvements and no additions);
2. Low hazard occupancies only, no restaurants, assembly or group H occupancies.
3. Projects located in a [Design Review District](#), Channel Area and/or [Historic Landmark](#) structure may not qualify;
4. No change in occupancies to a higher life safety hazard;
5. No projects greater than 5,000 sq. ft.;
6. No major structural modifications;
7. No projects that require major disability access review or hardships;
8. HVAC installs over 400 lbs. may qualify for over-the-counter review with a structural framing plan, anchorage details, and engineered calculations verifying the existing framing and anchorage;
9. Estimated plan review time exceeding 1 hour may not qualify;
10. Prior to demo work, complete [San Joaquin Valley Unified Air Pollution Control District Compliance Questionnaire](#) and obtain the districts approval.

**Appointment Hours: 8:00am-12:00pm**  
Call (209) 937-8561 to schedule a 1-hour appointment with the building division

### MEMORANDUM OF UNDERSTANDING

I understand that requesting an over-the-counter review will not guarantee a permit issued same day unless the project meets the Express Review criteria and the plans have been approved by all disciplines. I also understand that this is a request and not a guarantee that my project will be reviewed. I understand that receiving an express review depends on the availability of plan review staff and number of requests.

I confirm that my plans conform to the Express Review criteria as outlines in this document:

Applicant Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Project Location: \_\_\_\_\_ Date/Time Request: \_\_\_\_\_

Project Description: \_\_\_\_\_

## **SUBMITTAL CHECKLIST:**

- A. Completed Building Permit Application
- B. Plans – Electronic files or (3) copies – Refer to plan requirements below
- C. Energy Compliance Forms – Electronic files or (2) copies (if applicable)
- D. Completed Air Pollution Control District (APCD) Compliance Form or APCD Approval (if applicable)
- E. Completed Accessibility for Existing Buildings Compliance Form (if applicable)
- F. Contractor Information and Authorization Letter (if applicable)
- G. Completed Owner/Builder Form (if applicable)

Projects meeting the criteria above and without significant plan check corrections *may* be approved for permit issuance at the conclusion of the express plan review session. If you wish to receive the permit at the end of the session you must have all applicable items in the Submittal Checklist above and shall be prepared to pay the full amount of permit fees owed. Licensed contractors must have a current City of Stockton business license.

Projects requiring design changes or receiving significant plan check corrections at the end of the express plan review session will be returned to the applicant for revisions and only the plan review fee will be owed. Once all revisions have been made you may schedule a follow up express review session with the original plan checker.

If the plan checker determines that a project does not qualify for express review, the project will be taken in for standard plan review routing and the plan review fee will be owed.

## **PLAN REQUIREMENTS:**

Plan sets shall include the following, as applicable. Depending on the scope of your project all items may or may not be required. If you need clarification of what information is required on the plans you may contact the Building Department at (209) 937-8561.

### **Residential Projects**

- Title / Cover Sheet
- Site Plan
- Floor Plan
- Roof Plan
- Building Elevations
- Foundation Plan
- Framing Plan(s)
- Details/Sections

### **Commercial Projects**

- Title / Cover Sheet
- Site Plan
- Floor Plan
- Life Safety / Egress Plan
- Reflected Ceiling Plan
- Mechanical Plans
- Plumbing Plans
- Electrical Plans
- Details / Sections