

NEW COMMERCIAL SUBMITTAL AND APPROVAL REQUIREMENTS

GENERAL:

- Signature on all documents by person preparing plans and documents.
- Name, title and registration number of design professional, if applicable, address and phone number.
- Cover sheet information with applicable codes and editions and all design review conditions of approval.

NEIGHBORHOOD SERVICES – PLANS SHOULD INCLUDE:

- (Three (3) sets) – Architectural and structural, plans (including all plumbing, electrical, mechanical and CalGreen checklist). Two (2) sets must be wet stamped.
- (Two (2) sets) – Structural calculations
- (Two (2) sets) – Truss calculations w/EOR approval letter
- (Two (2) sets) – Energy calculations
- (Two (2) sets) – Soils Report

APPLICABLE CODES AS OF JANUARY 1, 2026:

- 2025 California Building Code (CBC)
- 2025 California Plumbing Code (CPC)
- 2025 California Mechanical Code (CMC)
- 2025 California Electrical Code (CEC)
- 2025 California Green Building Standards Code (CalGreen)
- 2025 California Energy Code (Title 24)
- Brentwood Municipal Code

ADDITIONAL SUBMITTALS AND APPROVALS REQUIRED:

PLANNING DIVISION – (925) 516-5405 (Separate Submittal Required)

- Design Review /Conditional Use Permit /Sign Review
- Landscape Review - Submit one (1) separate Landscape Plan- **(fee required at submittal)**

POLICE DEPARTMENT – (Separate Submittal Required)

- Security Plan / 24 hr. contact info for contractor - Email your responses to the following questions to DispSupv@brentwoodca.gov
 - City of Brentwood permit # (starts with the letter B); you may not have this yet so the address will suffice
 - Name of the business
 - Address of Business
 - When is the construction project expected to begin and end
 - What are the days/hours of work
 - Contact person(s) name (general contractor, construction manager, etc.) and phone number who can be reached 24/7 in the event of a break-in or other issue
 - Are there tools and/or product that will be left on site, if so, will they be locked up
 - Security alarm or on-site security? If so, name of company and contact information
- Photometric

DEVELOPMENT ENGINEERING – (925) 516-5420 (Separate Submittal Required)

- Improvement Plans/Grading Permits/Encroachment Permits/Final Map/Drainage Fees/Pad Certs

PUBLIC WORKS

- Complete Waste Water Treatment Survey - Grease Interceptor (925) 516-6000

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- Recycling Waste Management (WMP)/Trash Enclosure Spec Questions - Contact Gary Parenti - (925) 516-6093. All commercial projects with a valuation of \$75,000 or greater will be required to create an account with Green Halo (1 888-525-1301 – www.greenhalosystems.com) and provide an application # prior to permit issuance. Recycling receipts are required to be uploaded to Green Halo and will be reviewed/approved by the city prior to final inspection.
- Cross Connection/Back Flow Questions – Contact Abel Ordaz (925) 516-6024

FIRE DISTRICT - (925) 941-3300 (Separate submittal required) 4005 Port Chicago Hwy, Concord, CA (FEES REQUIRED)

- Site Review/ Shell Review/Tenant Improvement Review/Fire Sprinklers
- Fire CFD Annexation
- Fire Impact Fees

HEALTH DEPARTMENT – (925) 608-5500 (Separate submittal required) 2120 Diamond Blvd, #100, Concord, CA

- Restaurants/package foods

School Fees are paid directly to the School Districts. LUHS (925) 634-2166 & BUSD (925) 513-6300 & Knightsen (925) 625-0073. Please note: **A licensed contractor** will be required to pull the Building Permit and obtain a **City of Brentwood Business License**. Business License questions (925) 516-5480.