



Plan Check/Permit Submittal Application

Engineering Department

Effective: July 1, 2025
Updated: November 1, 2025

FOR STAFF USE ONLY:

Project No.: _____ Date Submitted: _____ Accepted By: _____

Applicant..... _____
 Contact Name..... _____
 Address..... _____
 E-mail..... _____
 Telephone No..... _____

Engineer..... _____
 Contact Name..... _____
 Address..... _____
 E-mail..... _____
 Telephone No..... _____

Project Name: _____ APN No. _____
 Project Location: _____
 Engineer's Cost Estimate: _____ Acres/Lots: _____

Fee + 3% Surcharge Added if Paying by Credit Card

<p><u>Engineering/Infrastructure Review</u></p> <p><input type="checkbox"/> Tentative Subdivision Map Review Fee \$4,164.00 + \$10/lot</p> <p><input type="checkbox"/> Tentative Parcel Map Review Fee \$2,415.00 + \$10/lot</p> <p><input type="checkbox"/> Tentative Parcel Map Waiver Fee \$1,061.00</p> <p><input type="checkbox"/> Industrial/Commercial Fee (1 acre or above) \$3,054.00 + \$1,000/acre Conditional Use Permit & Design Review</p> <p><input type="checkbox"/> Industrial/Commercial Fee (under 1 acre) \$1,449.00 Conditional Use Permit & Design Review</p> <p>Above fees are collected by the Planning Division at time of initial submittals for Tentative Maps, Conditional Use Permits and/or Design Review applications.</p> <p><u>Project Processing & Review</u> Deposit for actual cost, including but not limited to, project coordination, plan check, agreements, contractual services and legal review as necessary or required for project processing, approvals and acceptance.</p> <p><u>Overhead Multiplier</u> As shown in the Cost Allocation Plan ("CAP") per Department and position performing work (Step E including overhead). Legal Review – Actual Cost: Consultant Cost + 20% City Administrative City Staff – Total Hourly Rate, Step E.</p> <p><u>Final Map Checking – Deposit for Actual Cost</u></p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">At the time of first submittal</td> <td style="text-align: right;">\$4,164.00 + \$30/lot</td> </tr> <tr> <td style="padding-left: 20px;">Parcel Map Waiver Fee</td> <td style="text-align: right;">\$2,101.00</td> </tr> <tr> <td style="padding-left: 20px;">Consultant Review</td> <td style="text-align: right;">\$3,000.00</td> </tr> </table>	At the time of first submittal	\$4,164.00 + \$30/lot	Parcel Map Waiver Fee	\$2,101.00	Consultant Review	\$3,000.00	<p><u>Plan Checking – Deposit for Actual Cost</u></p> <p><input type="checkbox"/> Grading Plans – 3% of the estimated cost of the grading and associated improvements.</p> <p><input type="checkbox"/> Public Improvements and Private Streets</p> <ul style="list-style-type: none"> • 2.5% of construction cost of first \$250,000, plus • 2.25% of construction cost from \$250,000 - \$1,000,000 plus, • 2% of construction cost over \$1,000,000, plus • Additional deposit of 0.5% of construction cost if costs exceed fees collected. <p><u>Other On-Site Private Improvements</u></p> <p><input type="checkbox"/> 1% of construction cost at the time of first submittal</p> <p><input type="checkbox"/> 0.25% of construction cost additional deposit if costs exceed fees collected.</p> <p><u>Park Plan Review</u></p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;"><input type="checkbox"/> Conceptual Park Plan Review</td> <td style="text-align: right;">\$3,000.00</td> </tr> <tr> <td style="padding-left: 20px;"><input type="checkbox"/> Landscape Review (Public Landscaping)</td> <td style="text-align: right;">\$3,000.00</td> </tr> </table> <p><u>Document Review</u></p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;"><input type="checkbox"/> Legal Description and Plat for Abandonment</td> <td style="text-align: right;">\$192.00</td> </tr> <tr> <td style="padding-left: 20px;"><input type="checkbox"/> Certificate of Correction</td> <td style="text-align: right;">\$192.00</td> </tr> <tr> <td style="padding-left: 20px;"><input type="checkbox"/> Dedication Documents</td> <td style="text-align: right;">\$192.00</td> </tr> <tr> <td style="padding-left: 20px;"><input type="checkbox"/> Legal Description</td> <td style="text-align: right;">\$192.00</td> </tr> <tr> <td style="padding-left: 20px;"><input type="checkbox"/> Miscellaneous Document Review</td> <td style="text-align: right;">\$192.00</td> </tr> <tr> <td style="padding-left: 20px;"><input type="checkbox"/> Plan Revisions (after approval – per sheet)</td> <td style="text-align: right;">\$192.00</td> </tr> </table>	<input type="checkbox"/> Conceptual Park Plan Review	\$3,000.00	<input type="checkbox"/> Landscape Review (Public Landscaping)	\$3,000.00	<input type="checkbox"/> Legal Description and Plat for Abandonment	\$192.00	<input type="checkbox"/> Certificate of Correction	\$192.00	<input type="checkbox"/> Dedication Documents	\$192.00	<input type="checkbox"/> Legal Description	\$192.00	<input type="checkbox"/> Miscellaneous Document Review	\$192.00	<input type="checkbox"/> Plan Revisions (after approval – per sheet)	\$192.00
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Permit Fees

Encroachment Permit Fee

- Subdivision/Development \$193.00
- General (All Other) \$ 93.00
- Utility Company – Cost of work > \$10,000 \$525.00
- Utility Company – Cost of work < \$10,000 \$191.00

Grading Permit Fee

- 10,000 cubic yards or less \$193.00
- Over 10,000 cubic yards \$1,027.00

Transportation Permit Fee

- Per each permit \$ 16.00

Inspection Fees

Publicly Maintained Improvements (Streets, Water, Sewer, Storm Drains)

- 5% first \$100,000, plus 4% next \$300,000, plus
- 4.5% second \$100,000, plus 3.5% over \$500,000

Privately Maintained Improvements

- 2% first \$100,000, plus 1% next \$300,000, plus
- 1.5% second \$100,000, plus 0.5% over \$500,000

Grading and Associated Improvements

- 3.5% of estimated costs

Miscellaneous Inspections (Per Hour)* \$277.19/hr

Construction Inspector II Step E rate Per CAP (including overhead)

*Minimum 1/2 hour

Inspection Fees

Prorate % of time to perform service based on hourly inspection fee

- Trenching or Utilities \$ 277.19/hr
- Curb Cut/Driveway & Curb/Gutter Install \$ 4.30/lf
- Curb Drain \$ 22.18/ea
- Excavation \$ 2.19/lf
- Paving – Conforming Paving \$ 2.47/sf
- Paving – Minor Pavement Repair \$ 138.60
- Paving – Street Lane \$ 2.91/sf x 3% cost
- Install Sidewalk \$ 0.47/lf
- Install Access Ramp \$ 77.61/ea
- Sewer Tap or Cap at Main \$ 185.72/ea
- Sewer Cap at Property Line \$ 58.21/ea
- Water/Sewer Repair or Abandonment \$ 277.19/ea
- Street Light \$ 77.61/ea
- Wells – Drilling Permit \$ 113.65/ea
- Wells – Abandonment Inspections \$ 58.21/ea

Miscellaneous Fees

Public Outreach/Educational Items – No Charge

Apportionment Processing Fee

Actual Cost per Consultant Contract (\$1,800 + \$25 per parcel) + \$394.00 City Fee.

Contra Costa County (CCC) Flood Control Area Drainage Fees

As set forth in CCC Ordinance at time of Final Map approval.

Project Specific Fairshare – per Development

Lot Line Adjustment (per parcel) \$ 1,002.00

Base Map Revision Fee (per parcel) \$ 61.20

Traffic Signal Maintenance \$7,982.00

Deposit for Actual Cost

Once energized by PG&E until project acceptance

Community Facilities District (CFD) Formation/Annexation – Actual Cost per Consultant Contract (\$7,500) + \$100 Reimbursables + 285.00 City Fee.

Landscape & Lighting District (LLAD) Formation/Annexation – Actual Cost per Consultant Contract* + \$100 Reimbursables + 279.00 City Fee.

*LLAD – Formation/Annexation Fees

Type of Property	No. of Parcels @ Buildout	Formation/Annexation Fee
Residential	Up to 5	\$6,500
	6 to 100	\$6,500 + \$25/parcel >5
	101 to 200	\$8,875 + \$20/parcel >100
	201 to 300	\$10,875 + \$15/parcel >200
	301 to 400	\$12,375 + \$10/parcel >300
Commercial or Multifamily	401 or more	\$13,375 + \$5/parcel >400
	Up to 5.0 acres	\$6,500
	5.0 – 10.0 acres	\$7,500
	10.0 acres or more	\$8,500

- Photocopies: Pages 1 – 20 = \$ 0.37; Pages 21 and on = \$ 0.13
- Photocopies (larger than legal size) \$ 4.58
- Plotted Maps (Color & Black/White) \$ 25.85
- Drains to Creek Marker \$ 7.25
- Aerial Photo on CD only – Geo Photo \$ 78.00
- Aerial Photo on CD only – Ortho Photo \$ 162.00

TOTAL FEES DUE:

Final/Parcel Map Deposit	\$ _____
Grading Deposit	\$ _____
Public/Private Improvement Deposit	\$ _____
Permit Fee	\$ _____
Grading/Improvement Inspection Fee	\$ _____
Other Deposits/Fees	\$ _____

TOTAL \$ _____

Applicant's Signature _____

Date _____

Print Name _____

CERTIFICATION: By signing above, I hereby certify that the information furnished above and in the attached exhibits accurately represents the project/work plans and that additional work may be subject to subsequent review and fees.