



Effective March 26, 2020

Customers of Stanislaus County Building Permit Services,

Due to the office closures it may appear all services in processing building permits have been temporarily suspended. In accordance with the Governor's Executive Order N-33-20, the State has defined that supporting the construction, operation, inspection, and maintenance of construction sites and construction projects are essential and critical functions.

Please see below for the process changes this division has implemented in either to process existing permits and or new permits.

EXISTING SUBMITTED APPLICATIONS

The following options may be utilized to submit Revised Plans, calculations or documents.

- Resubmittal documents may be mailed or shipped via courier service to the address listed below.
- Drop off location
 - Security/Information counter located on the ground floor of the County/City building lobby located at 1010 10th Street, Modesto.
 - If this option is preferred, please contact our office at (209) 525-6557 as soon as the documents are delivered or dropped off with security staff.
 - Entrance to the building is only accessible on the 10th Street or Plaza side.
- Please include all contact information and building permit number associated with the case.
- Mail or ship to:

Department of Planning and Community Development
c/o Building Permit Services
1010 10th Street, Suite 3400
Modesto, CA 95354

The following options will be utilized to issue a permit for an existing application with an approved set of plans, calculations or documents.

- A notification will be sent by email or through the mail letting you know the permit is ready to issue. The letter will include the following:
 - Fees due;
 - Further documentation required prior to issuance. This may be in the form of a Special Inspection Agreement, School District Release or any other documentation reviewing Departments have requested at issuance;
 - Two copies of the Building Permit which are to be signed by the licensed contractor or the Property owner.
- Please return all requested documentation, signed permits, check payable to Stanislaus County totaling the amount due, and a physical address to ship the approved set of plans.

- Once received and approved, staff will process your permit and ship the approved set of plans, a receipt, and a copy of the permit for the job site. Please note that until this has been completed inspections will not be scheduled for your project.

NEW APPLICATIONS

The following options may be utilized to apply for a permit and submit plans, calculations or documents.

Online Submittals

- Visit <http://www.scplanning.org> and submit the specific application type for the proposed scope of work
 - First time users will be requested to register for an account.
 - Complete the application and upload all plans and documentation.
 - Staff will review the submittal package and calculate the plan check fees.
 - An invoice will be generated, and a confirmation email and/or letter will be sent to the contact listed on the application stating the project has been received and will include the following:
 - Invoice of plan check fees due;
 - Specific information missing during initial project review.
 - Payment options will include the following:
 - Online payments will be possible through the online portal in order to pay the invoiced fees;
 - Payment by check.

Rolled Plans, Calculations, and Applications

- Plans, calculations, supporting documents accompanied with a completed and a signed application may be mailed or shipped via courier service to the address listed above.
- Drop off location.
 - Security/Information counter located on the ground floor of the County/City building lobby located at 1010 10th Street, Modesto.
 - If this option is preferred, please contact our office at (209) 525-6557 as soon as the documents are delivered or dropped off with security staff.
 - Entrance to the building is only accessible on the 10th Street or Plaza side.
- Please include all contact information associated with the case on the application.
- Staff will review the project and submitted documents.
 - A case will be created, a building permit number will be generated, and the plan check fees will be calculated.
- An invoice will be generated, and a confirmation email and/or letter will be sent stating the project has been received.
 - Email will be sent to the contact listed on the application. Email and/or letter will include the following:
 - Invoice of plan check fees due;
 - Specific information missing during initial project review;
 - Payment for plan review can then be made via check. Please make checks payable to Stanislaus County.
 - The payment can be mailed into our office or dropped off at the location mentioned above.