



May 18, 2020

Customers of Stanislaus County Building Permit Services,

Limited in-person assistance is available by appointment, effective May 18, 2020 at the Department offices located at 1010 10th Street in Modesto; however, other options remain available for obtaining your building permit.

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

IN-PERSON APPOINTMENT

In-person appointments are available subject to the following:

- Only one person per appointment. If a second person is needed to provide translation services or general assistance, please let the department know at the time the appointment is scheduled. Only those persons identified in the appointment will be allowed access to the 3rd floor to meet with staff.
- Maximum allotted time per appointment is limited to no more than thirty (30) minutes and the appointment will be limited to County Building Services. A separate appointment is needed to access any other service provided on the 3rd floor of 1010 Tenth Street.
- Possession of the letter notifying you your permit is ready to be issued and all additional requested information (i.e. school district release, special inspection agreement form, etc.) for permit issuance will be required at time of the appointment.
- Appointments will typically be scheduled between 8:30-Noon and 1-4; however, alternative meeting times may be available upon request.

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 accessed 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

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 totaling the amount due, and a physical address to ship the approved set of plans.
- Once received, staff will process your permit and ship the approved set of plans, a receipt, and a copy of the permit for the job site.

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 on page one.
- 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 accessed 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 submittal documents.
 - A case will be created, a building permit number will be generated, and 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;