

## IF YOU ARE DOING CONSTRUCTION WORK IN FOSTER CITY PLEASE READ THIS!

Foster City has certain regulations and working requirements which you may not be aware of that must be followed. Please read this and contact the appropriate City Staff as outlined in this flyer for more information.

*Permits required - The following property improvements require permits in Foster City:*

### Planning/Code Enforcement Permits Required

Arbors, additions, solar panels, gazebos, fences, patio covers, decks, skylights, new windows and doors, windscreens, sheds (higher than fence line), secondary residential units, recreational vehicle storage areas, exterior siding changes, front paved area (except for walkways), roof material or color changes, all new buildings, minor exterior changes, signs. **PLEASE NOTE IMPROVEMENTS IN PLANNED DEVELOPMENTS MAY BE SUBJECT TO PROTOTYPICAL GUIDELINES AND MAY REQUIRE A PERMIT FROM THE PLANNING/CODE ENFORCEMENT DIVISION.**

### Building Permits Required

All those listed above (unless otherwise specified), interior remodels, tenant improvements for office and retail buildings, re-roofs, interior changes without exterior modifications, replacement of existing deck, demolition, grading, electrical, mechanical, plumbing, and general repairs.

### Business License Required

A current business license is required to conduct or transact any business in Foster City. For business license information, call (650) 286-3258.

### Encroachment Permits Required

Any and all work that occurs within any public rights-of-way, easement or public places (public street, sidewalk, etc.) requires an encroachment permit from the Public Works Department. For encroachment permit information, call (650) 286-3270.

### *Temporary Contractors or Construction Signs*

Generally, signs advertising Contractors, Landscape Companies etc. are **prohibited**.

Construction signs that identify a project underway on a property that is one acre or more require a sign permit from the Planning/Code Enforcement Division.

### *Working Hours and Noise Restrictions*

The operation of any tools or equipment used in construction, repair, alteration, demolition, or landscape maintenance is permitted in a residential district or within 100 yards of a residential district between the following hours only:

7:30 a.m. and 8:00 p.m. on weekdays and, 9:00 a.m. and 8:00 p.m. on weekends and legal holidays unless your project's Conditions of Approval, Architectural Review or Use Permit state otherwise.

Unightly construction materials shall be screened to the satisfaction of the Community Development Director, including but not limited to trash or equipment storage areas, loading docks/areas and rooftop equipment including HVAC equipment, ground-mounted ventilating systems, exposed conduits or piping, and portable restroom facilities.

### ***Dumping materials in the City's Watercourses and on Public Property Is Prohibited.***

It is illegal to place, dump, deposit or cause or allow to be dumped or deposited waste material of any nature whatsoever into any watercourse, storm drain, street or other public property.

### *Community Development Department Counter Business Hours and Telephone Numbers*

#### Planning/Code Enforcement Division

(650) 286-3225  
planning@fostercity.org  
8:00 a.m. – 3:00 p.m.

#### Building Inspection Division

(650) 286-3227  
building@fostercity.org  
8:00 a.m. – 5:00 p.m.

### *Scheduling Inspections*

To schedule a building inspection, contact the Building Inspection Division. Inspections are scheduled on a first come first serve basis. 24-hour minimum advance notice is required.

Building inspections are usually conducted during the following hours.

Mornings: 9:00 a.m. to 12:00 p.m.  
Afternoons: 1:00 p.m. to 4:00 p.m.