



City of Foster City  
Community Development Department  
610 Foster City Blvd.,  
Foster City, CA 94404

**EXPRESS PLAN CHECK**  
**Tuesdays from 1:00 – 3:00 p.m.**  
**By Appointment Only**  
**650-286-3227**  
**building@fostercity.org**

**What is Express Plan Check?**

Express plan checking is reserved for less complex residential and commercial projects. Customers make an appointment for their plans to be reviewed by the Building Inspection, Planning and Fire Department on the same day.

**Projects eligible for Express Plan Check**

Residential Single Family Dwellings

- Interior alteration – Remodel or repair

Commercial

- Tenant improvements involving retail use where the total floor area is less than 1,500 square feet.
- Tenant improvements involving office space where the total tenant floor area is less than 10,000 square feet.
- Roof top mechanical unit (without HazMat) maximum 2,500 lbs.
- Minor interior alterations for office or retail space, with no change in occupancy, exiting or structural systems, or
- Minor accessibility upgrades

Required for both Residential and Commercial

- A representative who is authorized to make red-mark changes to the plan must be present.

- Plans must show compliance with the State of California Energy Efficiency Standards (Title 24, part 6). Forms CF-1R and MF-1R for residential or LTG-1-C and MECH-1-C for non-residential to be on sheets the same size as plans regardless of whether any area is added or not.

**Exclusions** (These projects are not eligible for Express Plan Check):

- Violations or work started prior to permit issuance
- New dwellings
- Second story additions or construction
- Revisions to plans or projects which are under construction
- Restaurants
- Solar water heating systems
- Swimming pools and spas
- Valuation over \$100,000

**Permit application** Materials to bring on the day of your SCHEDULED appointment

- 4 sets of plans and supporting documents, including structural calculations where appropriate. Anyone can prepare plans, however, plans must be drawn to scale and clearly show the scope of work being proposed
- Building Permit Application form already filled out
- Check, cash or credit card to pay for permit fees

Please note: The owner must sign the Owner-Builder Declaration on the application, unless a licensed contractor signs the application. If you are the owner's representative, you will need a letter from the owner giving you permission to sign the application. **Licensed contractors must provide a copy of their Workers' Compensation Insurance Certificate and have a current City of Foster City Business License.**