



Community Development Department
Building Inspection Division
610 Foster City Blvd
Foster City, CA 94404
650-286-3227

Electronic Building Plan Check Submittals

The Building Inspection Division is now accepting electronic submittals. We service reviews differently based on the type and scope of work. Depending on the type and scope of the project, review and approval by the Planning Division may be required prior to submittal for building permits. Contact a planner in the Planning Division for more information at planning@fostercity.org or call 650-286-3225.

Simple Permits: Replacement of Residential water heater, furnace/AC, reroofs, re-pipe, private property sewer repair/replacement and electric service.

Standard Plan Check: All submittals that do not fall into the categories above in Simple Permits.

Express Plan Check: *By appointment only Thursdays 1-3 PM* for selected projects

Residential - Kitchen or Bathroom like for like remodels/repairs, residential remodel without structural, residential rooftop photovoltaic systems, residential electric vehicle chargers.

Commercial – Tenant improvements involving retail use with floor area less than 1,500 sq.ft.; **or** office space less than 10,000 sq.ft.; **or** Rooftop Mechanical Unit (without HazMat) maximum 2,500 lbs after Planning Division approval; **or** Minor interior alterations for office/retail space with no change in occupancy, existing or structural systems; **or** minor accessibility upgrades; **or** signs **ONLY** after Planning Division approval; **or** Fire Alarm/Fire Sprinkler Permits for modifications to the existing system.

ELECTRONIC SUBMITTAL INSTRUCTIONS

Applications may be submitted by uploading the [Building Permit Application](#) and required submittal documents to [eTRAKIT](#). Please note, applications are processed during normal business hours, Monday through Friday between 8 a.m. to 5 pm. Refer to the **Plan Check Submittal Requirements for Residential - Commercial Projects** handout to understand the information and required materials for your project. See electronic submittal requirements listed below. Please allow 1-2 business days for Application processing. Our staff will confirm via email when your application and submittal information has been accepted and will request for payments. **PLEASE DO NOT PAY FEES UNTIL THE CITY STAFF HAS INSTRUCTED YOU TO DO SO.** All payments must be made by credit card online or by check. After receipt and payment for plan check fees, your submittals will be routed for review.

ELECTRONIC FORMAT REQUIREMENTS

Plans and documents must be PDF only. Follow the formatting requirements outlined below:

1. **Plans** (Architectural, Structural, Mechanical, Electrical, Plumbing, Energy) shall be combined, and bear legal signature of the Architect/Engineer/Designer.
 - **Unsecured Settings** - Choose "unsecured" on your security settings so that plan reviewers may mark up the documents or create notes.
 - **File Naming Conventions** - All PDFs should use the same file naming conventions. All attached files must be named without special characters in the file name such as PLANS, STRUCTURAL CALCULATION, SOIL REPORT, ENERGY COMPLIANCE FORM, etc.
2. **Separate Documents** - structural calculations, soils reports, special inspection agreement, energy compliance form, specifications, response letter to the comments, etc.
3. **Scale** - PDF exhibits must be generated at a prescribed scale (i.e., 1/4" = 1'-0", or 1/8" = 1'-0") in order for staff to verify dimensions and areas within the file, using the built-in Acrobat measuring tool. Graphic scales may also be included but are not required. **Dimension is recommended.**
4. **Orientation** - All drawings/plans must uniformly use landscape orientation (except for technical reports or documents). Maintain a uniform page positions and page size for all plans (architectural, landscape, civil, etc.).

Note: The Jurisdiction approval stamps are applied to the Title Page of the plan set after plans are approved. The approval stamps may cover some information on the plan. So that please provide enough clear space on title page.

RESUBMITTALS REQUIREMENTS

After your initial submittal, if you receive a comment letter outlining the corrections needed, you will need to address each plan check comment and resubmit adhering to the original submittal requirements with response letter. Additional instructions for resubmittals:

1. Resubmit a **complete set** of plans, cloud all changes and note delta number on the title block, use the same format, plan size and scale as the original submittal.
2. Include an itemized response letter with a detailed explanation how you addressed the plan check comment, from all Departments/Divisions and reference page number.

Note: Resubmittals without above-mentioned items are considered incomplete and shall not be accepted.

REVISION or DEFERRED SUBMITTAL REQUIREMENTS

Revisions must contain the following:

1. Submit a **complete set** of plans and documents containing the newly revised sheets, changes clearly highlighted, clouded, delineated with date of revision (i.e., cloud all changes and note delta number on the title block) and shall bear wet signature of the Architect/Engineer/Designer.

2. Provide a clear narrative letter including concise description of work summarizing revisions to the original plans, reference to the locations in the plan set, and Building permit number of original approved plans.

Note: Deferred submittals are not to be installed until approved by all City Departments and Divisions as required.

Plan Check Turnaround Times

Upon submittal of a Building Permit application and complete construction plans, the Building Inspection Division will monitor the approval process among the various City of Foster City departments. The Building Inspection Division will provide feedback of Department approvals or plan check comments to everyone on contact list of the permit application form. Plan check turnaround time for are as follow:

Initial Submittal	Resubmittals
<ul style="list-style-type: none">• Under \$ 100,000 - 2 weeks• \$ 100,001 to \$ 1,000,000 - 2 to 3 weeks• Over \$ 1,000,001 - 4 weeks	<ul style="list-style-type: none">• Under \$ 100,000 - 1 weeks• \$ 100,001 to \$ 1,000,000 - 2 weeks• Over \$ 1,000,001 - 3 weeks

For questions related to the electronic submittal process, code questions, or general building questions, please email cddpermit@fostercity.org or building@fostercity.org.