



CITY OF FOSTER CITY

Community Development Department

Building Division

610 Foster City Blvd, Foster City, CA 94404

Phone: 650-286-3227 | Email: building@fostercity.org

Express Plan Review Criteria for City of Foster City Building Division

The Foster City Community Development Department (CDD) Building Division proudly offers express reviews of a streamlined service designed to assist our community in **obtaining select permits on the very same day**. All express reviews are conducted strictly by appointment. We currently offer two appointments every Thursday at 1:00 pm and at 3:00 pm. We warmly encourage community members to take advantage of this expedited review opportunity. It's essential to note that the scope of these reviews is limited to specific projects, as detailed below. Embrace this efficient approach and advance your projects swiftly.

Single Family Residential Projects:

1. ADUs (Accessory Dwelling Units):

- Detached free-standing buildings.
- Conversion of an existing space.
- New construction attached to the primary residence dwelling.

2. JADU (Junior ADU):

- Conversion of a single-family residence ≤ 500 sf.

3. Photovoltaic rooftop panel installation and associated Electrical work

- PV Systems
- Energy Storage System
- Main Service Panel /Sub-panel Upgrades

4. Residential Electrical Charging Station (EVCS)

5. Additions & Alterations: (Prior Planning Div. Approval Reqd.)

- Total size ≤ 750 sf; where the addition component is < 500 sf.

6. Accessory Structure: (Prior Planning Div. Approval Reqd.)

Total size ≤ 500 sf.

7. Single-Story Additions: (Prior Planning Div. Approval Reqd.)

- Total size ≤ 500 sf.

8. Single-Story Remodeling: (Prior Planning Div. Approval Reqd.)

- Total size ≤ 750 sf with no changes to structural walls.

Commercial Projects:

1. Interior Tenant Improvements:

- For existing office use, the alteration area can be up to 5,000 sq. ft. (excluding licensed medical clinics under OSHPD 3 requirements, hazardous material labs, and restaurants).
- For existing retail use, the alteration area can be up to 5,000 sq. ft.

2. Minor structural work (e.g., storefronts, façade improvement, rooftop equipment installation, signs) allowed. All exterior changes need prior approval from the Planning Division.

Express Plan Review Fee:

- Extra express plan review fee will be charged in addition to the regular plan check fee as per the approved City of [Foster City Master Fee schedule](#).

Scheduling Appointments:

- One Project Per Appointment: Each scheduled appointment can address only one project.
- High demand for slots, schedule nearest available.
- Secure Interdepartmental Agency approvals (Planning, Fire) prior to scheduling.
- Ensure readiness before scheduling. Incomplete forms/drawings will need rescheduling.



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- Schedule appointments Email Amanda Zulaica at azulaica@fostercity.org and include CBO Prabath Silva at (psilva@fostercity.org) with proposed construction drawing and documents via downloadable link.
- Confirmation email will be sent if the project meets the express criteria with schedule date and time. The Microsoft Team/Zoom/Bluebeam Studio will be used for the appointment and invitation link will be included with confirmation email.
- Please provide a [Complete Permit Application](#) with appointment request.

Conditions to Qualify for Express Reviews:

1. General Criteria:

- No current code enforcement case or code violation on the property.
- Identify any easements on the site plan; no construction in easements prohibiting it.
- Minor kitchen/bathroom remodels can use [Over the Counter process](#) for a quicker permit process.
- No commercial storage/use of hazardous materials, except carbon dioxide for beverage systems.
- No commercial change of occupancy types unless pre-approved.

2. **Planning Approval:** Exterior modifications, additions, or accessory structures subject to Foster City Municipal Code Chapter 17.58 need prior approval. Provide Planning Division NOD (Notice of Decision).

3. **Structural Scope:** All express reviews should involve only minor structural scope. For single-family additions and remodels, structural works are acceptable provided they come with proper structural calculations and details.

4. **Scope Beyond Work Request:** If the scope goes beyond the scope of work request, the Plan Examiner reserves the right to direct the project under regular review.

5. **Project Drawings:** Drawings should be professionally prepared by design professionals.

6. **Availability:** The design professional must be present during the express review.

7. **Electronic Reviews:** All reviews will be conducted electronically using Bluebeam Software. The design professional can connect via an online platform. The Plans Examiner is authorized to modify permit documents during the review process if the project can be approved at the conclusion of the review.

8. **Home Owner Association (HOA) Approval:** Projects requiring HOA approval must have it secured before scheduling an express appointment.

What if my project isn't approved during the first meeting?

If the plans are found incomplete or need significant design changes, schedule a 2nd meeting. The express plan review surcharge fee is non-refundable. Alternatively, submit plans through the regular plan review process.