



# BUILDING DIVISION PERMIT / PLAN CHECK FLOWCHART

City of Foster City Building Division | 610 Foster City Blvd, Foster City, CA 94404 | (650) 286-3227

<https://www.fostercity.org/commdev>

Customer's responsibilities

City of Foster City's responsibilities

## 1. APPLY BUILDING PERMIT

- 1.1 Complete Building Permit Application.
- 1.2 Create profile for [eTRAKIT](#), and complete permit application.
- 1.3 Submit completed Permit Application, plans and/or documentations. Refer to [Plan Check Submittal Checklist](#) and [Handouts](#)

Offline Permit Applications – see [Options for Applying Permits](#).

### PROCESSING (1 - 2 Business Days)

Process permit application.  
Email all involved parties of the permit to pay the plan review fee.

## 2. PAY PLAN REVIEW FEES

### PAY THE PLAN REVIEW FEES

- 2.1 Pay the plan review fee via [eTRAKIT](#). See [Other Option for Making Payment](#).

### ROUTING (1-3 Business Days)

After plan review fees are paid - route plans to reviewing departments and divisions as required:

- Building
- Planning
- Public Works
- Fire
- Police
- Parks and Rec
- Health Department *(if required, applicant shall submit a complete set of plans to the Health Department and provide a copy of the Health Department approved plans set to the City of Foster City Building Division.)*

## 3. PLAN REVIEW TIMELINE

(1 – 4 Weeks)

### PLAN REVIEW STATUS

**APPROVED** - Email all involved parties of the permit to notify the permit status and the remaining permit fees due.

**COMMENTS** - Send a combined plan review comment letter from all the reviewing departments and division to all involved parties of the permit.

### CORRECTIONS

Amend plans to reflect each comment listed in the plan check comment letter.

**3.1** Submit a revised complete set of plans along with a response to the comment letter via [eTRAKIT](#)

See [Option for Resubmittals](#).

**3.2** Repeat **Step 3.1** until all status is "APPROVED" from the reviewing departments and divisions.

**Additional Fees:** Staff's hourly rate for any additional plan review fee will be applied to the permit after third plan review. Refer to current [Master Fees Schedule](#).

### PERMIT READY TO BE ISSUED

Proceed to **4. Permit Issuance**

## 4. PERMIT ISSUANCE

### PAY THE REMAINING PERMIT FEES

- 4.1 Pay the outstanding permit fee via [eTRAKIT](#). See [Options for Making Payment](#).
- 4.2 The contractor/Owner-Builder/ Authorized Personnel will receive an email with the permit card, inspection card and access to download the approved plans and/or documentations from [eTRAKIT](#).

### Options for Making Payment:

#### 1. Finance Department

610 Foster City Blvd (Main Level)  
Foster City, CA 94404

#### 2. Mail to Building Division

City of Foster City  
ATTN: Building Division  
610 Foster City Blvd, Foster City, CA 94404.

**Make the check to "City of Foster City". Please include the permit number on check.**

### Technical Codes Questions:

- Plan Examiner (650) 286-3233  
Email: [azulaica@fostercity.org](mailto:azulaica@fostercity.org)

### Permit Application Status/ General Inquires:

- Permit Center (650) 286-3227  
Email: [cddpermit@fostercity.org](mailto:cddpermit@fostercity.org)

### Options for Applying Permits

1. Over the Counter Permits – Refer to [Over the Counter Permit Guideline](#)
2. Express Plan Check – Refer to [Express Plan Check Guideline](#)
3. By Email – due to limited file size, send the submittal in a shared link and sent it to [cddpermit@fostercity.org](mailto:cddpermit@fostercity.org)

### Options for Resubmittals

4. By Email – due to limited file size, send the resubmittal in a shared link and sent it to [cddpermit@fostercity.org](mailto:cddpermit@fostercity.org)