

# Express Plan Check

The Building Division, Planning Division, Engineering Division, and the Fire Department are on hand during *Express* time to review plans. An approval letter or plan check comments are normally completed within two to three working days.

Review includes California Building, Mechanical, Plumbing, Electrical, Energy, and Fire Codes. Engineering Division checks requirements in the area of site and public improvements. Zoning requirements are also checked.

## What plans will be reviewed?

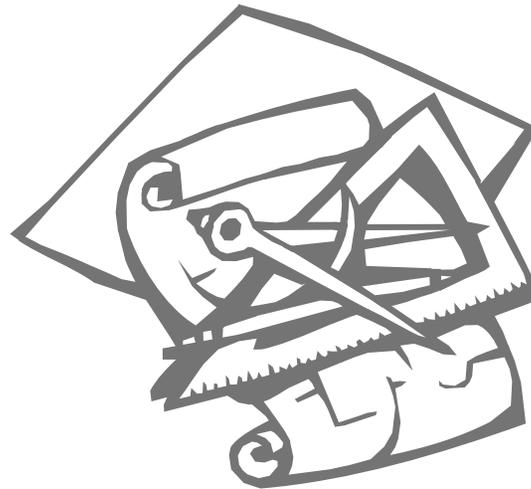
*Express* Plan Check service is intended only for applicants who arrive between **8 a.m. and 10 a.m. Tuesday mornings** with plans for:

- Residential remodeling projects.
- Decks and retaining walls.
- Commercial tenant improvement work under 5,000 square feet and under \$150,000 valuation without structural modifications to the building shell.

Permits for work that does not require plans (like water heaters, window replacement, roofing, and garage doors) will continue to be issued over-the-counter during normal business hours.

## How does it work?

First, make sure your plans are in order and ready for review. Then bring them in during *Express* time: **Tuesday mornings between 8 a.m. and 10 a.m.** Applicants, who arrive between 8 a.m. and 10 a.m. only, can be assured their plans will be reviewed that day. Applicants will be assisted on a first-come, first-served basis.



## How much does it cost?

There is no extra charge for *Express* Plan Check. Regular plan check fees apply. As with all projects submitted for plan check, regular plan check fees are paid at the time of submittal.

## What happens next?

After plan check fees are paid, the City will review your plans. If plans are approved, building permit and development fees are paid and permits are issued. If plans are incomplete or need significant corrections, it will be necessary to revise and resubmit the plans another day.

Once plan check corrections have been made, plans may again be submitted for *Express* review. To do so, plans must be submitted during *Express* times (Tuesday from 8 to 10 a.m.).

## How do I find out more about this service?

For more information on *Express* Plan Check, please telephone the Building Division at (650) 991-8061.

# *Express* Plan Check



**BUILDING DIVISION  
CITY OF DALY CITY  
(650) 991-8061**

Building Division  
CITY OF DALY CITY  
333 - 90th Street  
Daly City, Calif. 94015-1895