B EXPRESS REVIEW PROGRAM

CITY OF STOCKTON

COMMUNITY DEVELOPMENT DEPARTMENT – BUILDING & LIFE SAFETY DIVISION
501 W WEBER AV BLDG 2, STOCKTON, CA 95203 • (209) 937-8561 • www.stocktonca.gov/building

The City of Stockton offers an ***Express Review Program*** for qualified residential and commercial projects.

An Express Plan Review is an appointment to reserve time with the plan review team for expedited review of minor projects. **The applicant does not attend the plan review session.** The applicant must be available to be contacted during the session window should the review team have any questions. This program does not guarantee that a permit will be issued if other agency approvals or additional items are determined to be required by the plan review team.

- Reservations for **residential** projects will be scheduled for Tuesdays between 8:00am-12:00pm
- Reservations for **commercial** projects will be scheduled for Wednesdays between 8:00am-12:00pm

PROCEDURE:	
Step 1	Review the eligibility criteria and call our office at (209) 937-8561 to confirm your project qualifies.
Step 2	Review the submittal checklist and ensure that all necessary items are complete **prior** to requesting a reservation. All documents must be organized in accordance with the formatting requirements.
Step 3	Request a plan review reservation by calling (209) 937-8561. Request to speak with a permit technician to arrange submittal of all required documents. Once received and processed, the invoice for the required plan review fee amount will be provided. **Submittal of documents and plan review payment must be received no later than the Thursday prior to the requested date.**
Step 4	Pay the plan review fee online through the Accela Citizen Access portal by following the instructions on the invoice. Once paid, call or email the technician assisting you to have the reservation scheduled. **If payment is not made by the Thursday prior to the requested date, the reservation will not be scheduled.**

ELIGIBLE RESIDENTIAL PROJECTS	ELIGIBLE COMMERCIAL PROJECTS
Accessory Structures • Patio cover • Storage shed • Other similar projects	Tenant Improvements – Limited to the following: • 5,000 sq. ft. maximum • Business (B) or Mercantile (M) occupancies • No significant structural alterations
Junior Accessory Dwelling Unit (JADU)	Minor mech/elec/plumbing installations
Minor remodels w/ minimal structural changes	Minor accessibility (ADA) upgrades
Electric Vehicle (EV) charger installation	Electric Vehicle (EV) charger installation
Generator installation	Generator installation

SUBMITTAL CHECKLIST:	
☐	Building Permit Application
☐	Construction plans – electronic files – formatted correctly
☐	Energy compliance forms – electronic files – formatted correctly (if applicable)
☐	Structural calculations – electronic files – formatted correctly (if applicable)
☐	Equipment specifications – electronic files – formatted correctly (if applicable)
☐	Owner/Builder Form (residential projects only)
☐	Air Pollution Control District Form (commercial projects only)
☐	Accessibility Compliance Form (commercial project only)

FORMATTING REQUIREMENTS:	
☐	All plans and documents must be in PDF format. Each document type such as permit application, plan set, calculations, etc. shall be separate PDF files.
☐	All files are **unsecured**, meaning they are not password protected or have any restrictions on the ability to markup/edit the document. All layers and comments are flattened. **Secured files will be rejected.**
☐	All plans, calcs, etc. are stamped and/or signed by the responsible design professional.
☐	All plans shall be drawn to scale, PDF files shall retain the original page size but should be no less than 11x17.
☐	Files follow the naming convention below. Each file shall be named starting with the project address, plan review cycle number, and document type. A typical submittal may be formatted as illustrated below:

File	File Name
Building Permit Application	ProjectAddress-CYC1-Application
Construction Plans (all disciplines should be combined into one file)	ProjectAddress-CYC1-Plans
Structural Calculations	ProjectAddress-CYC1-StructCalcs
Energy Forms	ProjectAddress-CYC1-EnergyForms
Accessibility Form	ProjectAddress-CYC1-Accessibility
Etc.	Etc.

FINAL STEPS:

- Projects meeting the criteria above and without significant plan check corrections *may* be approved for permit issuance at the conclusion of the Express Plan Review session.
- Projects requiring design changes or receiving significant plan check corrections at the end of the Express Plan Review session will be returned to the applicant for revisions. Once all revisions have been made, the applicant may work directly with the plan checker for a follow-up review.
- If the plan checker determines that a project does not qualify for express review, the project will be taken in for standard plan review routing. The review will be conducted in accordance with our Projected Building Plan Review Timelines.
- If your project is approved at the end of the Express Plan Review session, you will be notified and provided instructions on how to work with a permit technician for final permit issuance and fee payment.