

Plan Check Related Questions

[What is plan check?](#)

Building Division has Plan Check services that support the Permit process. Depending on the size, complexity, and type of project, the Division offers plan review on walk-in basis (Counter Plan Check), by appointment (Appointment Plan Check), or regular plan check.

Counter Plan Check

Counter Plan Check offers the convenience and expedience of having a plan review and obtaining a permit without the need to make an appointment. It also allows applicants to interact with the plan examiner right there at the public counter. The type of plans that are typically reviewed at the counter are small and medium size projects, such as PV Solar, residential bathroom and kitchen remodels, residential remodels, window replacements and small tenant improvements projects that can be reviewed in approximately 45-60 minutes.

It is important to remember that complete plans need to be submitted. Plan Check time varies depends on the size and complexity of the project. The following addresses plan check required by the Building Division only. Other plan check, including plan check by other City departments, county and state agencies may also be required for the work being performed.

Building Plan Check

The following information has been summarized from the California Building Standards Code to show the building permit requirements for buildings and structures.

Building Plan Check Required

Plan shall be filed and approved by the Building Division before any permit is issued for the following:

- New building or structure
- Addition to building
- Structural alteration to building or structure
- Interior modification and change of floor plan
- Change of use and/or occupancy
- Parking layout change
- Use-of-land, such as outdoor temporary events
- Signs and sign structures
- Fences and retaining walls

[Can a homeowner prepare the drawings, obtain my building permit, and construct my](#)

[own house or addition, without consulting an architect/engineer/contractor?](#) Yes, a home owner can do the following:

- ⇒ Single family dwellings of conventional wood frame construction not more than two stories and basement in height.
- ⇒ Multiple dwellings containing not more than four dwellings units (total of existing plus new) of wood frame construction on any lawfully divided lot. Total of four dwelling units in clusters such as apartments or condominiums.
- ⇒ Garages or other structures appurtenant to single-family dwelling or multiple dwellings not more than two stories and basement in height.
- ⇒ Agricultural and ranch buildings unless the Chief Building Official deems that an undue risk to the public health, safety or welfare is involved.

However, if any portion of any structure exempted by these sections, deviates from the requirements for conventional light wood-frame construction or tables of limitations for wood frame construction found in Chapter 23 of the California Building Code as adopted by the City of Vallejo, then the Chief Building Official may require the preparation of plans, drawings, specifications or calculations for that portion a Professional Engineer or Licensed Architect. The documents for that portion shall bear the stamp and signature of the license who is responsible for their preparation.

[How are changes to approved plans during construction handled by the Building Department?](#)

Any changes or deviation to the Building Division approved plans shall be approved by the Building Division. The applicant, contractor or design professional must submit revised plans to the Building Division for review and approvals. Sometimes, the changes can be handled over the counter on the same day it is brought in; other times, the changes may need to be resubmitted for further review with an additional plan check fee. In either case, it is always a good idea to first call the Building Division and ask first.

[How long is a plan check application good for?](#)

Plan check expires 6 months after the plan check fees are paid. However, within 30 days of its expiration, an extension of time to extend a permit application may be filed with the Division using a Request for plan check extension form. A fee shall accompany each request.

How many sets of plans do I need at submittal?

Three (3) sets for single family or duplex submittal.
Five (5) sets for commercial project permit issuance.

The Building Division has also gone to great lengths to provide a variety of documents available online, including Plan Check related documents. We have included a Plan Check section on our web page that provides access to a variety of Plan Check documents.

We hope to make your Plan Check go as smooth as possible. We welcome all forms of feedback that may help us better serve you. Please feel free to use the [Contact Us](#) link located at the bottom left corner at anytime.