

## Building Division and Fire online and in person Counter Service Permit Submittal Procedures

**Notice:** Permit Center counter service will still be by appointments and will still accept **walk-ups if there is availability or a cancellation**. Counter hours will be: Monday, Tuesday, and Thursday from 8:00 am to 4:00 pm and Wednesdays 8:00 am to 3:00pm **Please Note:** Permit Center is closed for lunch 12pm to 1pm

### Procedures

#### **Building Applications and Plan Submittal Requirements:**

- On the city's website home page, search for departments and choose Community Development Department. Building Division falls under this department, then look for the Buildings Forms, Fees and Facts page, where you will locate applications and plan submittal requirement handouts: Link provided below. <https://www.sanleandro.org/depts/cd/bldg/bldgfff/default.asp>

#### **Building Front Counter (Appointment Only) Requirements:**

- You will need to make an appointment through our online scheduling software Acuity at <https://slpermits.as.me/>, there will be no same day appointments, will be able to cancel or reschedule your appointment on the day of the appointment, but will not be able to reschedule your appointment for that same day. Appointments are scheduled at ½ hour increments.  
**Please Note:** If you do not have an appointment you will not be let into the City Hall or the Permit Center, also if you are **more than 5 minutes late your appointment is canceled** and you will need to reschedule your appointment. Appointment instructions below:
- Only two persons can attend this appointment at this time
- Applications, forms, reports and plans shall be completed before your appointment
- If you are submitting plans for plan check you will need to provide 2 hard copy set of plans wet stamped (if applicable), 2 hard copy sets of additional documents (structural Calculations, Title 24 report), and a thumb drive of all submittal documents including building application. The plans submitted will be put into the queue and could take up to 3 days to route.  
**Please Note:** If you do not have a complete submittal your appointment will be canceled and you will need to reschedule.
- If you are obtaining an over the counter permit, please make sure you have all required documents for the submittal, submittal requirements can be found at <https://www.sanleandro.org/depts/cd/bldg/default.asp>  
**Please Note:** If you do not have all required documentation for the permit to be issued, your appointment is canceled and you will need to reschedule
- All contractors **must** have a valid San Leandro Business License – to obtain, renew, or verify your license, contact HDL at 510-809-3133
- Payment is required for permits being issued and plan check submittals – we accept Cash, Checks – Payable to: **“City of San Leandro”** or Credit Cards except American Express (a 2.5% processing fee will be added to the permit for credit card transactions)
- Face masks will be required while in City facilities
- Enter the building at the north entrance along Lorraine Avenue
- Upon arrival for your appointment you will need to call the Security Guard at 510-577-3331 to check-in, confirm your appointment, and complete a brief screening

#### **Building and Fire Mailing Address**

City of San Leandro  
Community Development Department  
Building Division  
835 E 14th Street  
San Leandro, CA 94577

#### **Building Online Permit Submittal and Information:**

You will be able to submit applications online, permit plan check fees can be paid by credit card at 2.5% interest or you can mail in a check. **Please Note:** Staff has 7 to 10 days to process online applications.

- **Email permit submittals to:**  
[permitsbyemail@sanleandro.org](mailto:permitsbyemail@sanleandro.org)

**Online Permit Submittals (requiring plan check) Requirements:**

- You will be able to submit applications and plans electronically via (email listed above), once applications are received Permit staff has 7 to 10 days to process application, once application is processed Permit staff will provide applicant the plan check fee which can be paid by credit card or check which can be mailed in. After the plan check fee has been paid, plans will be routed for plan check review.

**Online Permit Submittals (not requiring plan check) Requirements:**

- Permit staff has 7 to 10 days to process application, once application is processed Permit staff will provide applicant the permit fee which can be paid by credit card or check which can be mailed into address listed above. After the permit fee has been paid, Permit staff will make arrangements with you for permit issuance.

**Online and Mail in Plan Check Resubmittals Procedures:**

- Plan check resubmittals can be either emailed or mailed in, a plan check response letter must be part of the resubmittal. If one of our outside plan check consultants TRB or CSG reviewed your project for plan check, they are also accepting electronic resubmittals, which can be emailed directly to them, please cc the Permit Tech / Clerk in charge of your project as well.

**Online and Mail in Permit Issuance Procedures:**

- Permit fees due can be paid by credit card at 2.5% interest or by check mailed into address listed above, once permit fees are paid we will make arrangements to either mail or make appointment for pick-up of permit documents.

**Please Note:** All licensed contractors must have a valid San Leandro Business License to pull a permit, for assistance please call 510-809-3133

**Building Inspections procedures:**

- All building permit inspections are scheduled online through the City of San Leandro website via OnlinePermit System By Accela. Link to schedule inspections below:  
<https://aca-prod.accela.com/SANLEANDRO/Default.aspx>
- If the public has any problems or issues on making an online inspection appointment, please call 510-577-3405 or email [kswitzer@sanleandro.org](mailto:kswitzer@sanleandro.org)

**Fire Department Permit Submittal Requirements for mail in:**

- All Fire Department permit submittals can be in person, electronically via emailed or can be mailed in, mailing address listed above.
- In-person in submittal please provide- Application, 3 sets of plans and 3 sets of additional documents.

**Please Note:** Fire does not charge a plan check fee at time of submittal, all Fire permit fees will be paid at permit issuance

**Fire Department Front Counter Submittal Requirements:**

- Please follow Building Front Counter Submittal Requirements

**Permit Staff Contact information:**

- Melanie Braun Permit / Plan Review Coordinator- 510-577-3420 [melaniebraun@sanleandro.org](mailto:melaniebraun@sanleandro.org)
- Lisa Acosta-Silva Permit Tech- 510-577-3406 [lacosta@sanleandro.org](mailto:lacosta@sanleandro.org)
- Tatiana Barajas Permit Clerk- 510-577-3425 [tbarajas@sanleandro.org](mailto:tbarajas@sanleandro.org)
- Ericka DeGuzman Quintero Permit Clerk- 510-577-3345 [EDeGuzmanQuintero@sanleandro.org](mailto:EDeGuzmanQuintero@sanleandro.org)
- Genevieve Meyer Permit Clerk- 510-577-3404 [GMeyer@sanleandro.org](mailto:GMeyer@sanleandro.org)