

# Building Division Procedures under COVID-19 Health Order



Although the Permit Center is closed to the Public, we are accepting and processing building permit applications, issuing permits, and conducting inspections by mail and email in accord with Alameda County's current Health Order. Due to the County's health and safety protocols and limited staff availability, there may be some temporary delays or limited services available during this period. Project submittal, permit issuance, and inspections procedures are as follows:

## Building applications and plan submittal requirements:

On the city 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/default.asp>

## Project submittal without plans: **No plan check fee**

You will be able to submit applications via email or mail in. Permit fees can be paid by credit card or you can mail in a check. **Please Note:** Staff has 7 to 10 days to process permit applications

- **Mail in applications to:**  
Community Development Department/ Building Division  
835 East 14<sup>th</sup> Street  
San Leandro, CA 94577 or
- **Email applications to:**  
[permitsbyemail@sanleandro.org](mailto:permitsbyemail@sanleandro.org)

## Project submittal with plans: **Plan check fees apply**

You will be able to submit applications and plans via email or mail in, 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 plan check fee has been paid, plans will be routed for plan check review. When plans are approved you will need to mail 2 sets of hard copy plans, if the submitted plan set sheets are larger than 11x17, as we do not have the ability to print out larger sheets.

**Please Note:** Fire Department is the only department that does not have the ability to review electronic plans, therefore, 1 hard copy set will need to be submitted if Fire needs to review the project, electronic submittals will not be routed till hard copy plan set is received for Fire review.

## Permit Counter Staff:

- Lisa Acosta Silva Permit Technician (510) 577-3406, [lacosta@sanleandro.org](mailto:lacosta@sanleandro.org)
- Ericka DeGuzman-Quintero Permit Clerk (510) 577-3345, [edeguzmanquintero@sanleandro.org](mailto:edeguzmanquintero@sanleandro.org)
- Melanie Braun Permit/Plan Review Coordinator (510) 577-3420, [melaniebraun@sanleandro.org](mailto:melaniebraun@sanleandro.org)

## Plan Check Resubmittal:

- Plan check resubmittals can be either emailed or mailed in, a plan check response letter must be part of the resubmittal. The only department that does not have the ability to review digital plans is Fire, so if you are addressing Fire comments you will need to mail in a hard copy set for them, electronic resubmittals will not be routed till hard copy set for Fire is received. If one of our outside plan check consultants TRB or CSG reviewed your project for plan check, 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.

## Permit Issuance:

- You will need to 1) provide a credit card number or you can mail in a check for the remaining balance of fees on the permit, 2) provide an address where permit, plans, and inspection card can be sent to, or you can make arrangements with Permit staff to pick up permit, plans, and inspection card.

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

**Inspections:**

- All building permit inspections are scheduled online through the City of San Leandro website via Online Permit System By Accela. Link to schedule inspections: <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)

**Please Note:** The new Alameda County shelter in place order Appendix B clearly defines construction site protocol, your company must follow this protocol, when inspector comes to the job site for an inspection if these protocols are not in place the inspector will not do come onto the site and you will have to reschedule. Protocol Link <https://www.sanleandro.org/depts/cd/bldg/bldgfff/default.asp>

**Fire Department Submittals:**

- All Fire Department submittals shall be mailed in, as Fire does not have the ability to review electronic plans, once plans are received, they will be routed to Fire.
- Please mail in 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.