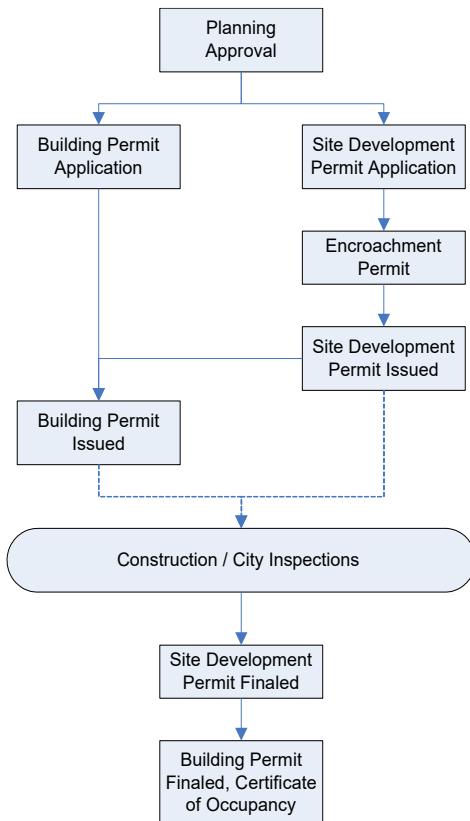


Site Development Permits

New Developments in the City of Walnut Creek



All development or improvement of any site or property in Walnut Creek is subject to review by the City and permit(s) may be required to construct the improvements. The Planning Department is the first point of contact for development applications, to determine if a Design Review application is required. The Engineering Department reviews and comments on Design Review applications and issues Site Development Permits. Depending on the size of a development or site improvement, planning approvals, building permits and encroachment permits may also be required.

<p>Site Development Permit (SDP)</p> <p>Required for any grading, drainage, retaining walls, parking lots, landscaping and other site improvements on private property outside of a building structure</p> <p>(See page 2 for more details)</p>	<p>Building Permit</p> <p>Required for the construction of any habitable structures and any structures exceeding 6 feet in height.</p> <p>Contact the Building Department for additional information and requirements</p> <p>(925) 943-5899</p> <p>buildingtech@walnut-creek.org</p>	<p>Encroachment Permit</p> <p>Required for any construction or staging that occurs within the public right-of-way.</p> <p>(See page 4 for more details)</p>	<p style="text-align: center; margin: 0;">Inside This Guide</p> <p>Permit Requirements 2</p> <p>Permit Fees and Security Deposit 3</p> <p>Permit Issuance 3</p> <p>Encroachment Permits and Other Approvals 4</p> <p>Project Close-Out 4</p>
--	--	--	---

Applications for the Building, Site Development, and Encroachment permits may be submitted and will be reviewed concurrently for any project. The permits, however, will be issued in the following order: Encroachment Permit (where required), Site Development Permit, and lastly any Building Permits.

Construction may commence following permit issuance and is subject to City inspection. All work associated with the Site Development Permit must be complete before the Engineering Department will sign-off a related Building Permit final inspection and allow occupancy.

Site Development Permit

Projects Requiring a Site Development Permit

- Any Grading and Drainage over 50 cubic yards, fill over 1-ft deep beneath a structure, fill over 3-ft deep outside structure or cuts over 3-ft in vertical height.
- Retaining Walls over 3 feet in height above the lowest adjacent grade or retaining walls supporting a surcharge.
- Alteration of any Drainage Course.
- New or modified Commercial Parking Lots, including paving, curb, sidewalk, drainage facilities, lighting, signing and striping.
- Landscape/Hardscape and Irrigation improvements as required by the Design Review Commission.
- Subdivisions - Commercial and Single Residential Developments.

*If you plan to install a new swimming pool, you may be required to obtain a **Site Development Permit** for any retaining walls or other site improvements in addition to a Pool Permit.*



Submittal Requirements for Site Development Permit

1. Design Review, if required, must be completed prior to applying for a Site Development Permit.
2. Complete an Engineering Application and a Site Development Permit Supplemental Application and submit with a Plan Check Deposit (Page 3).
3. Plans must be prepared according to and include all items listed in the Site Development Permit Supplemental Application. If your project is limited to grading or a retaining wall on single residential lot, please refer to the Grading/Retaining Wall Only – Site Development Permit Supplemental Application.
4. Submit electronic plans in PDF format for plan checking. Improvement plans should include civil plans, erosion and sediment control plan, landscape and irrigation plan, street lighting plan, structural site details, and joint utility trench plans, collated into one pdf.
5. Items to be included with the plan submittal are:
 - Soils Report and any supplemental letters/addendums.
 - Structural calculations for structures not covered by a Building permit (i.e., sound walls, retaining walls as defined by Section 9-9.202.b of the Municipal Code not connected to a building structure, shoring, etc.).
 - Drainage Report with hydrology and hydraulic calculations.
 - Engineer's Estimate for all items, separated out by on- and off-site improvements.
 - Storm Water Control Plan and Stormwater O&M Plan for all projects subject to Provision C.3 requirements.
 - Arborist Report if trees will be affected by the development. Show all trees on the site plan.
 - Stormwater Pollution Erosion Control Plan for all projects with construction occurring between October 1 and April 15.

Additional Information:

1. Engineering, Planning and Transportation Division staff review and approve the plans prior to issuance of the Site Development Permit.
2. An Encroachment Permit may be required if the scope of work affects the public right-of-way. The applicant must meet the City's insurance requirements. A Traffic Control plan may also be required.
3. The Site Development permit must be issued prior to issuance of a related Building permit.
4. All Improvement plans are to be prepared by or under the direction of a Registered Civil Engineer.
5. All Landscape plans are to be signed by a Registered Landscape Architect.

Provision C.3 in the City's municipal NPDES permit requires some developments to treat stormwater before it may be discharged to creeks or municipal storm drains. Projects that create or replace 2,500 sq ft or more of impervious surface must submit a **Stormwater Control Plan**.

Site Development Permit Fees and Security Deposit

Plan Check for Site Development permit applications are completed on an hourly basis. Note that more complete and technically correct plans and applications typically require less effort (cost) to review. The applicant should anticipate depositing the following amount with the City for plan checking:

Value of work	Plan Checking Deposit*
< \$50,000	\$ 2,500
\$50,000+	\$ 5,000

***Additional amounts may be required subject to the determination of the City Engineer**

Plan Checking Fee**	
Project Engineer	\$230/hour
Inspector	\$195/hour

**** (subject to change per the current City Council approved Fee Schedule)**

The Site Development Permit Inspection Fee is a percentage of the engineer's or contractor's cost estimate for the project.

- For **residential projects**, the inspection fee is **4%** of the construction cost.
- For **commercial projects** and **subdivisions**, the inspection fee is **8%** of the construction cost.

A **refundable security deposit** is required for all Site Development Permits. The deposit amount is **\$3,000 for new residences**, **\$5,000 for subdivisions**, or an additional amount determined by the City Engineer.

Any unexpended plan check funds and the security deposit will be refunded to the applicant at project closeout.

Permit Issuance

After the **Site Development Permit** plans are approved:

1. **One electronic set and two hard copy sets** of the plans are required, signed by the engineer of record and landscape architect.
2. The City Project Engineer schedules a **pre-construction meeting** with the applicant, prime contractors and project inspector.
3. **All outstanding project balances, Site Development Permit fees, security deposits, and bonds** are collected.
4. Plans are stamped by the City Project Engineer. An electronic set will be provided to the applicant and one hard copy set to distribute in the field.
5. The applicant must notify businesses and residents within **300 feet of the project 48 hours** prior to start of construction. A sample notice will be provided at the pre-construction meeting.
6. The applicant must notify the **Engineering Inspector 24-hour in advance**, prior to start of construction.

Electronic Signature Policy

Civil engineering plans that are permitted or that are released for construction shall be signed and sealed in accordance with the requirements of the Professional Engineers Act and CCR Title 16 §411, and any other laws related to the practice of professional engineering and in a manner such that all work can be clearly attributed to the licensee(s) responsible for the work. The signature, seal/stamp, date of signing and sealing/stamping shall appear on each sheet of the plans.

To meet this requirement, the City of Walnut Creek accepts wet-signed, stamped hard copy plans; plans with digital signatures validated for authenticity; and electronically-signed plans after submittal of an [Electronic Signature Certification](#)

Encroachment Permit

An Encroachment Permit is required for all work within a public right-of-way (public street) or easement, such as a storm drain easement. The types of projects requiring an Encroachment permit include:

- **Street Improvements:** New construction or replacement of street improvements including curb, gutter, sidewalk, driveway approaches, and paving.
- **Storm Drainage:** New construction, replacement, or connection to the public storm drain system, whether in a public street or easement.

- **Utilities:** New construction or repair of any utility within the public right-of-way or easement including water, sewer, gas, and underground electric. Includes any work on the mainline (typically owned by the utility company) and on the service or lateral (typically owned by the customer).
- **Traffic Control:** Any lane closures or traffic control on a public street or sidewalk requires an encroachment permit and approved traffic control plan.

To obtain an Encroachment Permit, you will need the following:

- Site Plan/Traffic Control Plan/Improvement Plans*
- Encroachment Permit Application
- Insurance Certificate and Endorsement
- City Business License for all Contractors and Sub-Contractors
- Permit fee and Security Amount**

*As required by City Project Engineer depending on the scope of work.

**Permit Fees and Security are based on the Scope of Work as determined by the City's Construction Coordinator. Permit Fees may be waived if the work is associated with an approved Site Development Permit.

Work Hours: Encroachment Permit hours are Monday thru Friday 7:00am to 6:00pm or as specified on the Approved Traffic Control Plans.

No work on City Holidays.

Other Permits & Approvals

The Applicant must obtain all necessary permits and approvals from other regulatory agencies including but not limited to:

- Regional Water Quality Control Board, the Department of Fish and Wildlife, and the Army Corps of Engineers may require permits for projects within environmentally sensitive areas such as creeks, wetlands, or which have significant stormwater pollution potential.
- A California Division of Occupational Safety and Health (CAL/OSHA) permit is required if trenches or excavations are over 5 feet deep, or buildings are over 3 stories (36 feet).
- A Contra Costa County Dept. of Environmental Health permit is required to drill, repair or abandon a well or septic tank.

Contact the following utilities for permit and connection requirements:

- ⇒ Water service is provided by either EBMUD or the Contra Costa Water District. You may contact the Engineering Division to assist in determining your water supplier.
- ⇒ Sanitary Sewer service is provided by the Central Contra Costa Sanitary District (CCCSD).
- ⇒ Gas and Electric and Street Light service is provided by PG&E.

*Note:
The Central Contra Costa Sanitary District review is required for projects with retaining walls.*

Project Close-Out

As-Built Plans

Prior to acceptance of improvements and final inspection, a PDF of As-built plans shall be submitted. Cover sheet shall be signed by the Engineer of Record and state: "These record drawing show improvements as staked and field revisions brought to the Engineer's attention".

Acceptance of Improvements

- Subdivision - public improvements and dedications are accepted by resolution by the City Council.
- Minor Subdivisions and Site Development Permits - improvements are accepted by the City Engineer.

Release of Security Deposits and Bonds

- Non-Subdivisions
Security Deposits and Performance bonds are released upon acceptance of improvements, receipt of As-Built Plans, and recordation of any required agreements or deeds.
- Subdivisions
Performance bonds for subdivisions may be reduced to 10% following acceptance of improvements, receipt of As-Built Plans, and recordation of any required agreements or deeds, and are released with the security deposit following the warranty inspection.
Labor and Materials bonds may be released 6 months after acceptance of improvements.