BUILDING DIVISION PERMIT / PLAN CHECK FLOWCHART

City of Foster City Building Division| 610 Foster City Blvd, Foster City, CA 94404 | (650) 286-3227

https://www.fostercity.org/commdev

Customer's responsibilities

City of Foster City's responsibilities

1. APPLY BUILDING PERMIT

1.1 Complete Building Permit Application.

1.2 Create profile for eTRAKiT, and complete permit application.

1.3 Submit completed Permit Application, plans and/or documentations. Refer to Plan Check Submittal Checklist and Handouts

Offline Permit Applications –
see Options for Applying Permits.

PROCESSING (1 - 2 Business Days)

Process permit application.

Email all involved parties of the permit to pay the plan review fee.

Options for Applying Permits

1. *Over the Counter Permits – Refer to Over the Counter Permit Guideline*
2. *Express Plan Check – Refer to Express Plan Check Guideline*
3. *By Email – due to limited file size, send the submittal in a shared link and sent it to cddpermit@fostercity.org*

Options for Resubmittals

4. *By Email – due to limited file size, send the resubmittal in a shared link and sent it to cddpermit@fostercity.org*

2. PAY PLAN REVIEW FEES

PAY THE PLAN REVIEW FEES

2.1 Pay the plan review fee via eTRAKiT.
See Other Option for Making Payment.

ROUTING (1-3 Business Days)

After plan review fees are paid - route plans to reviewing departments and divisions as required:

- Building
- Planning
- Public Works
- Fire
- Police
- Parks and Rec
- Health Department *(if required, applicant shall submit a complete set of plans to the Health Department and provide a copy of the Health Department approved plans set to the City of Foster City Building Division.)*

3. PLAN REVIEW TIMELINE
(1 – 4 Weeks)

PLAN REVIEW STATUS

APPROVED - Email all involved parties of the permit to notify the permit status and the remaining permit fees due.

COMMENTS - Send a combined plan review comment letter from all the reviewing departments and division to all involved parties of the permit.

CORRECTIONS

Amend plans to reflect each comment listed in the plan check comment letter.

3.1 Submit a revised complete set of plans along with a response to the comment letter via eTRAKiT

See Option for Resubmittals.

3.2 Repeat **Step 3.1** until all status is "**APPROVED**" from the reviewing departments and divisions.

Additional Fees: Staff's hourly rate for any additional plan review fee will be applied to the permit after third plan review. Refer to current Master Fees Schedule.

PERMIT READY TO BE ISSUED
Proceed to **4. Permit Issuance**

4. PERMIT ISSUANCE

PAY THE REMAINING PERMIT FEES

4.1 Pay the outstanding permit fee via eTRAKiT

See Options for Making Payment.

4.2 The contractor/Owner-Builder/ Authorized Personnel will receive an email with the permit card, inspection card and access to download the approved plans and/or documentations from eTRAKiT .

Options for Making Payment:

1. **Finance Department**
   610 Foster City Blvd (*Main Level*)
   Foster City, CA 94404

2. **Mail to Building Division**
   City of Foster City
   ATTN: Building Division
   610 Foster City Blvd, Foster City, CA 94404.

Make the check to "City of Foster City". Please include the permit number on check.

Technical Codes Questions:

- **Plan Examiner** (650) 286-3233
  Email: azulaica@fostercity.org

Permit Application Status/ General Inquires:

- **Permit Center** (650) 286-3227
  Email: cddpermit@fostercity.org