



CITY OF FOSTER CITY

Community Development Department

Building Division

610 Foster City Blvd, Foster City, CA 94404

Phone: 650-286-3227 | Email: cddpermit@fostercity.org

OVER-THE-COUNTER (OTC) BUILDING PERMITS

These types of permits are reviewed and can be issued on the same day at the Building Division's Permitting Center from 9:00 am to 11:30 am on Tuesday and Thursday (EXCEPT HOLIDAYS). **Appointment is required for over-the-counter building permits.** The applicant shall bring a completed [BUILDING PERMIT APPLICATION](#) along with plans and/or documents that are listed - below for the permits.

Homeowner Association (HOA) approval letter may be required if the property is in an HOA.

Building Permit Application can also be submitted via [eTRAKIT](#). Online application submittals will be processed within 1-2 business days.

Qualifying Over-The-Counter Building Permits

- **Kitchen and/or Bathroom(s) Remodel *without Structural Renovation***
(Provide dimensioned existing and proposed floor plans with all the information of the remodel to bring up to the current codes. See our [KITCHEN REMODEL HANDOUT](#) and [BATHROOM REMODEL HANDOUT](#).)
- **Reroof**
(Provide [Reroof Permit Application](#) and an aerial map indicating the area of work for partial re-roof.)
- **Insulation/ Drywall/ Stucco/ Siding Replacement**
(Provide elevation photos with the area of work for Partial Repair/Replacement.)
- **Windows replacement with same size, same style, and same type at the same location.**
(Provide floor plan, [WINDOW SCHEDULE](#), elevation photos, spec sheets.)
- **Garage Door Replacement**
(Provide Manufacturer Installation Instruction and Spec Sheet.)
- **Pool Demolition**
(Provide site plan with details of the demolition. An engineer of record may require bearing the stamp and sign the plan if the pool area is to be the buildable area.)
- **Voluntary Foundation Upgrade Per Plan Set A or Foundation Repair per Engineer Plan**
(Provide a completed Plan Set A/ Foundation Plans with details signed and stamped by an engineer of record.)
- **Distribution Panel (Subpanel) Replacement/ Installation**
(Provide the brand, model, and amperage rating of the subpanel. Replacement at new location or new subpanel installation requires floor plan with location of the panel.)
- **Electrical Service Upgrades**
(Provide the PG&E application number and information of the electrical panel including the brand, model, and amperage rating. [ELECTRICAL LOAD CALCULATION](#) is required if the replacement is 100A to 100A. Site plan is required if the installation is at the new location.)
- **Electrical Lighting Replacement**
(Provide floor plan with the lighting layout, including the location of CO and Smoke Detectors.)

- **Furnace Replacement at the same location**
(Provide CF1R Energy Compliance Form, Manufacturer Installation Instruction and Spec Sheet.)
- **Air Conditioner or Heat Pump Installation**
(Provide site plan, elevation plan, Manufacturer Installation Instruction and Spec Sheet, CF1R Energy Compliance Form and **ELECTRICAL LOAD CALCULATION**.)
- **Waterpipe/Building Drain Replacement**
(Provide material and size of the pipe that is to be installed.)
- **Building Sewer/ Sewer Line Replacement**
(Provide site plan with location of the sewer line that is to be replaced. An encroachment permit may be required if the work is in public-right-of-way.)
- **Water Heater Replacement**
(Provide Manufacturer Installation Instruction and Spec Sheet. Floor plan may be required if the replacement is at a new location. **ELECTRICAL LOAD CALCULATION** is required for Electric/Heat Pump Water Heater Installation.)

Appointments can be made via phone at 650-286-3231 or by using this link: [Schedule Appointment](#)

Should you have any inquiries, please contact us by emailing cddpermit@fostercity.org or by calling 650-286-3231 during our office hours: Monday through Friday - 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. (Except holidays)

CITY HOLIDAYS

New Year's Day	Independence Day	Day after Thanksgiving
Martin Luther King, Jr. Day	Labor Day	Christmas Eve
President's Day	Veteran's Day	Christmas Day
Memorial Day	Thanksgiving Day	New Year's Eve

