



EFFECTIVE JULY 7, 2021

THE COMMUNITY DEVELOPMENT DEPARTMENT COUNTERS (BUILDING, PLANNING, AND CODE ENFORCEMENT) IS OPEN TO WALK-IN CUSTOMERS

In an effort to promote efficiency, the public is encouraged to utilize email or electronic submittals and appointments. Additionally, the public can utilize the drop box outside for submittals or drop-offs. The drop box is available after hours and is emptied twice per day.

Please note that customers with appointments will be given preference, during times of high traffic. However, very effort will be made to serve walk-in customers in a timely way, and if a customer with an appointment is late to their appointment, a walk in customer may be moved up in the queue.

All customers entering the Public Works / Community Development lobby must check in with the Care Officer.

Please refer to the revised masking requirements and additional information on the Community Development website: <https://www.sigov.org/commdev/cgi-bin/cdyn.exe?grp=planning&htm=default>

FOR BUILDING PERMIT SUBMITTAL:

1. Submit online through GoPost for electronic plan check at:
<https://gopost-sanjoaquin.eplansoftreview.com/> OR
2. Submit complete building permit applications and plans to the drop box located outside the front lobby doors OR
3. Make an appointment or walk-in to apply for a building permit with multi-agency review (including new structures, commercial permits, tenant improvements, etc) in person. To schedule an appointment , please follow this procedure:
 - Email planningclerical@sigov.org to schedule an appointment
 - Include the following information in the email request for appointment:
 - Project location (APN and/or situs address)
 - Type of permit
 - Preferred date and time for appointment. *Please note, appointments will be made on a first-come, first-served basis, and your preferred date and time may not be available. Same day appointments may not be available.*
4. Make an appointment or walk-in to apply for a building permit with building review only (reroof, interior remodel, electrical, etc.) in person. To schedule an appointment, please follow this procedure:
 - Email building@sigov.org to schedule an appointment
 - Include the following information in the email request for appointment:
 - Project location (APN and/or situs address)
 - Type of permit
 - Preferred date and time for appointment. *Please note, appointments will be made on a first-come, first-served basis, and your preferred date and time may not be available. Same day appointments may not be available.*

FOR PLANNING DIVISION ASSISTANCE:

- **For general questions (zoning, business licenses, permitted uses, etc.):**
 1. Email planning@sigov.org **OR**
 2. Call [\(209\) 468-2193](tel:(209)468-2193) **OR**
 3. Make an appointment, or walk in to receive assistance. To schedule an appointment, please follow this procedure:
 - Email planningclerical@sigov.org to schedule an appointment
 - Include the following information in the email request for appointment:
 - Project location (APN and/or situs address), if applicable
 - Brief summary of questions or information needed
 - Type of meeting preferred (in person [*limited availability*] or Teams video conference)
 - Preferred date and time for appointment. *Please note, appointments will be made on a first-come, first-served basis, and your preferred date and time may not be available. Same day appointments may not be available.*
- **To submit Planning Applications (subdivisions, use permits, lot line adjustments, etc.)**
 1. Email planningapplication@sigov.org **OR**
 2. Make an appointment or walk in to apply in person. To make an appointment, please follow this procedure:
 - Email planningclerical@sigov.org to schedule an appointment
 - Include the following information in the email request for appointment:
 - Project location (APN and/or situs address)
 - Type of application for submittal
 - Preferred date and time for appointment. *Please note, appointments will be made on a first-come, first-served basis, and your preferred date and time may not be available. Same day appointments may not be available.*

FOR BUILDING DIVISION ASSISTANCE:

- **For questions:**
 1. Email building@sjgov.org **OR**
 2. Call [\(209\) 468-2098](tel:(209)468-2098) **OR**
 3. Make an appointment or walk in to receive assistance. To make an appointment, please follow this procedure:
 - Email building@sjgov.org to schedule an appointment
 - Include the following information in the email request for appointment:
 - Project location (APN and/or situs address), if applicable
 - Brief summary of questions or information needed
 - Type of meeting preferred (in person [*limited availability*] or Teams video conference)
 - Preferred date and time for appointment. *Please note, appointments will be made on a first-come, first-served basis, and your preferred date and time may not be available. Same day appointments may not be available.*

- **To pick up an issued building permit or corrections:**

1. Make an appointment or walk in to schedule an appointment, please follow this procedure:
 - Email building@sjgov.org to schedule an appointment
 - Include the following information in the email request for appointment:
 - Project location (APN and/or situs address), if applicable
 - Brief summary of questions or information needed
 - Preferred date and time for appointment. *Please note, appointments will be made on a first-come, first-served basis, and your preferred date and time may not be available. Same day appointments may not be available.*

FOR CODE ENFORCEMENT ASSISTANCE:

1. Email enforcement@sjgov.org **OR**
2. Call (209) 468-3141 **OR**
3. Make an appointment or walk in to receive assistance. To make an appointment please follow the following procedure :
 - Email enforcement@sjgov.org to schedule an appointment
 - Include the following information in the email request for appointment:
 - Project location (APN and/or situs address), if applicable
 - Brief summary of questions or information needed
 - Type of meeting preferred (in person [*limited availability*] or Teams video conference)
 - Preferred date and time for appointment. *Please note, appointments will be made on a first-come, first-served basis, and your preferred date and time may not be available. Same day appointments may not be available.*

FOR FIRE PREVENTION ASSISTANCE:

1. Email fire_prevention@sjgov.org *Please note, underscore (_) after fire.* **OR**
2. Call (209) 468-3380 **OR**
3. Make an appointment, *or walk in* to receive assistance. To make an appointment, please follow this procedure:
 - Email fire_prevention@sjgov.org to schedule an appointment
 - Include the following information in the email request for appointment:
 - Project location (APN and/or situs address), if applicable
 - Brief summary of questions or information needed
 - Type of meeting preferred (in person [*limited availability*] or Teams video conference)
 - Preferred date and time for appointment. *Please note, appointments will be made on a first-come, first-served basis, and your preferred date and time may not be available. Same day appointments may not be available.*

FOR NEIGHBORHOOD PRESERVATION ASSISTANCE:

- For appointments, payments, or program questions:

1. Email neighborhood@sjgov.org OR
2. Call (209) 468-3175 OR
3. Make an appointment or walk in to receive assistance. To make an appointment, please follow this procedure:
 - Email neighborhood@sjgov.org to schedule an appointment
 - Include the following information in the email request for appointment:
 - Project location (APN and/or situs address), if applicable
 - Brief summary of questions or information needed
 - Type of meeting preferred (in person [*limited availability*] or Teams video conference)
 - Preferred date and time for appointment. *Please note, appointments will be made on a first-come, first-served basis, and your preferred date and time may not be available. Same day appointments may not be available.*

FOR ALL OTHER ASSISTANCE, PLEASE CALL (209) 468-3121 AND COMMUNITY DEVELOPMENT STAFF WILL DIRECT YOUR CALL TO THE APPROPRIATE DIVISION.

Updated: 7/06/2021