



EFFECTIVE DECEMBER 21, 2020

THE COMMUNITY DEVELOPMENT DEPARTMENT COUNTERS (BUILDING, PLANNING, AND CODE ENFORCEMENT) WILL BE CLOSED TO WALK-IN CUSTOMERS

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 to apply for a building permit with multi-agency review (including new structures, commercial permits, tenant improvements, etc) in person:
 - Email planningclerical@sjgov.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 to apply for a building permit with building review only (reroof, interior remodel, electrical, etc.) in person:
 - 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)
 - 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@sjgov.org OR
 2. Call [\(209\) 468-2193](tel:(209)468-2193) OR
 3. Make an appointment:
 - Email planningclerical@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 submit Planning Applications (subdivisions, use permits, lot line adjustments, etc.)**

1. Email planningapplication@sjgov.org **OR**
2. Make an appointment to apply in person:
 - Email planningclerical@sjgov.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 **OR**
3. Make an appointment:
 - 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:
 - 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:
 - 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:
 - 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:
 - 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.