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 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:
     o Email planningclerical@sjgov.org to schedule an appointment
     o 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:
     o Email building@sjgov.org to schedule an appointment
     o 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:
     o Email building@sjgov.org to schedule an appointment
     o 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:
     o 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:
   o Email fire_prevention@sjgov.org to schedule an appointment
   o 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:
     o Email neighborhood@sjgov.org to schedule an appointment
     o 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: 12/18/2020