



## **Building Division – Email/Fax-Back Permitting Process**

The City offers fax-back and email permitting processes to applicants for simple over-the-counter permits that typically require very little plan review effort. Permit applications received via fax or email will be processed the following business day.

Minor work requiring a permit can be processed via fax or email for the following permit types:

- Electrical Service Replacement
- Replacement of Residential Water Heater (If tank-less include gas lines, schematic dwgs.)
- Replacement of Heaters or Furnaces, and/or Air Conditioners and A/C Add-ons
- Re-roof (when additional weight is acceptable)
- Window Replacement
- Sewer Lateral / Sewer Repair

The steps to follow to take advantage of the fax-back or email process are as follows:

Fax: (925) 680-4877      OR      Email: [bldgpermits@cityofconcord.org](mailto:bldgpermits@cityofconcord.org)

1. Download, complete and fax-back or email the following forms:

***Permit Application***

<http://www.cityofconcord.org/pdf/permits/building/BuildingApplicationforBuildingPermit.pdf>

***Owner-Builder Disclosure (if applicable)***

<http://www.cityofconcord.org/pdf/permits/building/BuildingOwnerBuilderDisclosureForm.pdf>

***CF1R (Title 24 Energy documents, if applicable)***

*Full form*

[http://www.energy.ca.gov/title24/2013standards/res\\_compliance\\_forms/CF1R/2013-CF1R-ALT-01-E-PrescriptiveAlterationsBuilding.pdf](http://www.energy.ca.gov/title24/2013standards/res_compliance_forms/CF1R/2013-CF1R-ALT-01-E-PrescriptiveAlterationsBuilding.pdf)

*or HVAC alteration*

[http://www.energy.ca.gov/title24/2013standards/res\\_compliance\\_forms/CF1R/2013-CF1R-ALT-02-E-PrescriptiveAlterationsHVAC.pdf](http://www.energy.ca.gov/title24/2013standards/res_compliance_forms/CF1R/2013-CF1R-ALT-02-E-PrescriptiveAlterationsHVAC.pdf)

*or simplified form for reroof*

<http://www.cityofconcord.org/pdf/permits/building/BuildingCF1R-ALTReroof.pdf>

*or simplified form for water heaters*

<http://www.cityofconcord.org/pdf/permits/building/BuildingCF1R-ALTWaterHeater.pdf>

2. Once your application has been processed by the city, you will be notified of your fee amount due.
3. Download, complete and fax-back or email the credit card authorization form, found here:  
<http://www.cityofconcord.org/pdf/permits/building/BuildingCreditCardAuthorizationForm.pdf>

4. A permit (with inspection request information), declaration statements, C&D Performance Agreement, if applicable, and a receipt for payment will be faxed or emailed to you once the permit is issued.
5. Sign and fax-back or email the declaration statements and C&D Performance Agreement.

A COPY OF THE ISSUED PERMIT SHALL BE MAINTAINED ON THE JOBSITE UNTIL AFTER THE FINAL INSPECTION.

If you have any questions about this process or about your permit, please contact the Building Division Permit Counter at (925) 671-3107.

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[Go to Permit Center Web Page](#)