

## Plan Review Process

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### Description:

Building Plans are reviewed to assure that construction meets minimum code requirements. Depending upon the type of project, and the complexity of construction, appropriate City staff will examine your plans for conformance to these requirements.

### The Process:

- **Project Review**

City staff will be assigned to process the application and will review the application with other departments as necessary. Only a pre-plan check fee will be collected at this time.

- **Sign Off**

After all the reviewing departments approve the plans they will all 'sign off' on the plans and notify the Building division of their approval.

- **Additional Fees**

When all submitted documents have been approved, staff will determine the balance of the permit fees.

- **Building Permit Issuance**

At the end of the Building Plan Review process, when plans are approved and fees have been paid, you will be issued the necessary building permits in order to proceed with your project.

## Development Resources

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### Departments & Divisions:

#### Community & Economic Development

Building & Development (209) 577-5232  
Planning (209) 577-5267  
Land Development (209) 577-5462  
Engineering  
Infrastructure Financing (209) 577-5211  
Programs Administration

#### Fire Department

Fire Prevention (209) 571-5553

#### Parks, Recreation & Neighborhoods

Parks Planning & (209) 571-5573  
Development Division

#### Public Works

Main Number (209) 571-5569

### Online Development Information:

City of Modesto Development Center  
[www.modestogov.com/development](http://www.modestogov.com/development)

Community & Economic Development  
[www.modestogov.com/ced](http://www.modestogov.com/ced)

Fire Department  
[www.modestogov.com/mfd](http://www.modestogov.com/mfd)

Parks, Recreation & Neighborhoods  
[www.modestogov.com/prnd](http://www.modestogov.com/prnd)

Public Works  
[www.modestogov.com/pwd](http://www.modestogov.com/pwd)

City of Modesto Web Site  
[www.modestogov.com](http://www.modestogov.com)



CITY OF MODESTO  
**DEVELOPMENT**CENTER

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# Getting Started

Your guide to the  
development review process

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[www.modestogov.com/development](http://www.modestogov.com/development)

This brochure is provided by the:  
Community & Economic  
Development Department  
1010 Tenth Street, Suite 3300  
Modesto, CA 95354  
(209) 577-5232

## Submittal Process

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The City of Modesto has modified its submittal process for plans/permits that require multi-department review.

To help improve the review process, only COMPLETE sets of plans will be accepted at the Development Center counter.

To verify that your plans are complete, a copy of the “**Plan Check Submittal Form for Commercial or Multi-Family Projects**” is available on our website and at the 3<sup>rd</sup> floor counter.

Complete sets of plans can be submitted to the Building & Development Services Division (BDS) located on the 3<sup>rd</sup> floor of 1010 Tenth Street in downtown Modesto.

Your plans will be distributed, as indicated on the Plan Check Submittal Form, to the required reviewing departments by City staff and the review process will begin.

If you have questions or concerns about your plans, please talk to one of our plan check staff and they will be able to assist you with any issues.

For detailed information on specific requirements, please view the selection of other informational handouts available in the Development Center literature rack.

## How To Get Started

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The City of Modesto has put together a collection of brochures to help guide you through the submittal process.

### Brochures Available:

- Land Development Engineering Division Checklist
- Commercial Building Plans
- Landscape & Irrigation Plans
- Fire Prevention Plan Check
- Fire Sprinkler & Alarm Systems
- Garbage Enclosures & Containers
- Sediment & Erosion Control Standards
- What Kind of Fees Can I Expect to Pay?

Each brochure topic lists specific requirements that need to be included on your plans and in your submittal package. You must also provide contact information for each discipline from your project.

Once all departments have reviewed and approved your plans, you will be contacted and asked to do a final review of all approved plans to check for conflicts and consistency.

### Revisions

If any revisions are necessary, you will be required to have the changes reviewed and approved by all departments prior to resubmitting the final package to BDS.

### Final Submission

Once you have assembled all approved plans back into one complete package, two sets can be processed and issued.

## Next Steps

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1. Take necessary brochures to find out specific requirements for your plans.
2. Review brochures and plans to make sure you have a complete set of plans for submittal.
3. Submit complete plans to Building & Development Services at the Development Counter located on the 3<sup>rd</sup> floor of 1010 Tenth Street, Modesto.
4. If departments outside of BDS are required to review your plans, you will deal directly with those departments. You will be contacted after all department reviews are completed.
5. Submit final package to Building & Development Services once approved.

Once plans are reviewed and approved, you will be asked to pay the appropriate fees and will be issued required permits upon payment.

### Have questions?

We're here to help! Contact Building & Development Services at  
**(209) 577-5232**

