



## Planning & Building Department

3675 Mt. Diablo Boulevard, Suite 210

Lafayette, CA 94549-1968

Tel. (925) 284-1976

<http://www.ci.lafayette.ca.us>

### PLANNING PERMITS & APPLICATIONS UNDER COVID-19 FREQUENTLY ASKED QUESTIONS

The City Offices, including the Planning Counter, are closed through the duration of the Shelter-in-Place Order. You can find self-service information, including zoning, application forms, and staff contact information on the [Planning web site](#). Answers to other frequently asked questions regarding application and permit processing during the Planning office closure are [here](#).

#### **How do I submit a building permit application?**

Applicants may submit PDFs of application submittal documents via email, Dropbox or other file transfer method to the Planner inbox (Planner@LoveLafayette.org). At a minimum, your message must include the project plans and a completed Contra Costa County Building Department [building permit application](#). Please refer to our [How to Get a Building Permit in Lafayette pamphlet](#) for more information on the permit review process.

#### **How do I submit a new discretionary application (i.e. Hillside Development Permit, Design Review)?**

Applicants may submit PDFs of application submittal documents via email, Dropbox or other file transfer method to the Planner inbox (Planner@LoveLafayette.org). At a minimum, the application must include the appropriate application form, photos, response to findings and plans. The subject line of the email should be "New Application for \_\_\_(application type) at \_\_\_(address)". Applications will be assigned to planners to begin completeness review and CEQA evaluation.

#### **Can I drop off construction drawings for approval?**

The City and County have established procedures for providing stamps digitally and the City is not accepting physical plans at this time unless otherwise specified by your project planner. Submit PDFs of your drawings via email to your project planner or [planner@lovelafayette.org](mailto:planner@lovelafayette.org).

## **Are other development review agencies processing applications?**

For most development projects in the City, the three agencies involved besides the Lafayette Planning Department are the Contra Costa County Building Inspection Department (CCCBID), the Central Contra Costa Sanitary District (CCCSD), and the Contra Costa County Fire Protection District (CCCFPD). Each agency is operating in unique ways in response to the County Health Order:

### Contra Costa County Building Inspection Department (CCCBID)

The Lamorinda satellite office is currently closed to the public. The Contra Costa County Department of Conservation and Development has provided an updated [operations summary](#) for changes effective May 4th. Please visit the [Contra Costa County Conservation and Development Department website](#) for more information.

### Central Contra Costa Sanitary District (CCCSD)

Please visit the [district's website](#) for more information. Check regularly for updates.

### Contra Costa County Fire Protection District (CCCFPD)

CCCFPD is accepting and processing drop-offs for all development projects at the Port Chicago Highway office. Please check with the CCCFPD's Engineering and Plan Check Division at (925)941-3300 for more information.

## **How do I pay my fees?**

Application and Development fees will be accepted via phone by the Planning Assistant. To submit payment, call (925) 284-1976 Monday - Thursday between the hours of 9am and 3pm. The Permit Streamlining Act (PSA) timeline will not start until payment is made.

## **How can I talk to a planner?**

You may reach out to your planner directly if you have a current project. General inquiries or questions about a new project may be directed to [Planner@LoveLafayette.org](mailto:Planner@LoveLafayette.org) or you may visit our virtual planning counter M-F 1pm-3pm to ask questions. To visit the counter, connect via this Zoom link: <https://bit.ly/2WkgHcv> or join by telephone at (669) 900-9128 meeting ID: 880 8067 2124.