



EXPRESS REVIEW PROGRAM



COMMUNITY DEVELOPMENT DEPARTMENT • 345 N EL DORADO STREET • STOCKTON, CA 95202 • (209) 937-8561
www.stocktonca.gov/buildinginspection

The City of Stockton offers an **Express Review Program** for qualified residential and commercial projects. The program allows applicants for minor projects to reserve plan review time with the City of Stockton’s Building, Planning, Fire Prevention, and Engineering staff for an expedited plan review.

An Express Review is an appointment to reserve the plan reviewer’s time. **There is no need for the applicant to attend the plan review session.** The applicant must be available to be contacted during the session window should the review team have any questions. This program does not guarantee that a permit will be issued if other agency approvals or additional items are determined to be required at the conclusion of the plan review session.

- Reservations for **residential** projects will be scheduled on Tuesdays between 8:00am-12:00pm
- Reservations for **commercial** projects will be scheduled on Wednesdays between 8:00am-12:00pm

PROCEDURE:

- Step 1: Review the criteria below to determine if the project may be eligible for this program.
- Step 2: Review the submittal checklist on Page 2 to ensure that all necessary items are gathered **prior** to requesting a reservation. All documents must be in PDF format.
- Step 3: Request a plan review reservation by calling (209) 937-8561.
 - Speak to a technician to arrange submittal of all required documents. Once all documents are received and processed, the required plan review fee amount will be provided. Submittal of documents and plan review payment must be received no later than the **Thursday** prior to the requested date.
- Step 4: Pay the plan review fee online through the [Accela Citizen Access](#) portal. Please see our [Payment Process Guide](#) for instructions on how to make payment. Once paid, the reservation will be scheduled. **If payment is not made by the Thursday prior to the requested date, the reservation will not be scheduled.**

ELIGIBLE PROJECTS:

RESIDENTIAL - TUESDAYS	COMMERCIAL - WEDNESDAYS
Accessory structures (i.e., detached shade structures, storage sheds, garages, workshops, etc.)	Tenant Improvements (See Tenant Improvement Submittal Requirements) – limited to the following: <ul style="list-style-type: none"> ▪ 5,000 sq. ft. max ▪ Business (B) or Mercantile (M) occupancies ▪ No major structural alterations
Patio covers	Accessibility (ADA) upgrades
Junior Accessory Dwelling Units (JADUs)	Storage Racking Installation
Minor remodels w/ minimal structural changes	Electric vehicle charger installation
Electrical vehicle charger installation	Minor mechanical/electrical/plumbing
Backup generator installation	Minor equipment installations
Garage conversion	Backup generator installation

SUBMITTAL CHECKLISTS:**RESIDENTIAL PROJECTS**

- A. Completed [Building Permit Application](#)
- B. Completed [Owner/Builder Form](#) (if applicable)
- C. Plans – Electronic files – Refer to Plan Requirements below
- D. Energy Compliance Forms – Electronic files (if applicable)
- E. Licensed Contractor information and authorization letter (if applicable) – Contractor must have a current City of Stockton business license

COMMERCIAL PROJECTS

- A. Completed [Building Permit Application](#)
- B. Plans – Electronic files – Refer to plan requirements below
- C. Energy Compliance Forms – Electronic files (if applicable)
- D. Structural Calculations – Electronic files (if applicable)
- E. Completed [Air Pollution Control District \(APCD\) Compliance Form](#) (if applicable)
- F. Completed [Accessibility for Existing Buildings Compliance Form](#) (if applicable)
- G. Licensed Contractor information and authorization letter – Contractor must have a current City of Stockton business license

PLAN REQUIREMENTS:

- ✓ All plans and documents must be in PDF format. Each document type, such as permit application, plan set, calculations, etc., shall be separate PDF files.
- ✓ All files must be **unsecured**, meaning they are not password protected or have any restrictions on the ability to markup/edit the document. All layers and comments must be **flattened**. Secured files will be rejected.
- ✓ Refer to the City's [Electronic Plan Check Guide](#) on our website for additional formatting guidance.
- ✓ Review the applicable [Submittal Checklists](#) on our website to ensure that all required documents for the project are prepared for submittal.

FINAL STEPS:

- Projects meeting the criteria above and without significant plan check corrections *may* be approved for permit issuance at the conclusion of the Express Plan Review session.
- Projects requiring design changes or receiving significant plan check corrections at the end of the Express Plan Review session will be returned to the applicant for revisions. Once all revisions have been made, the applicant may work directly with the plan checker for a follow up review.
- If the plan checker determines that a project does not qualify for express review, the project will be taken in for standard plan review routing. The review will be conducted in accordance with our [Projected Building Plan Review Timelines](#).
- If your project is approved at the end of the Express Plan Review session, you will be notified and provided instructions on how to work with a technician for final permit issuance and fee payment.