



Restaurant Permitting Requirements

Stoneridge Shopping Center

APPROX. PERMITTING TIME (INCLUDING HEALTH): 18 WEEKS

(Note that expedited permitting is available; please review the **EXPEDITED REVIEW** sections.)

REQUIRED DOCUMENTS FOR CONSTRUCTION START:

(Note that each is a separate submittal that should be submitted simultaneously even though you cannot get your building permit without the health department plan approval):

- Building Permit for Architectural and MEP (fire review is routed thru building department submittal)
- Application for Building and Safety Permits Plan check fees - <https://secure2.cityofpleasantonca.gov/CitizenAccess/>
- Health Department Plan approval
- Tenant needs to obtain approval of work from Landlord prior to submitting plans to municipality for plan approval. Please allow 5 weeks to obtain landlords review and approval of plans. This timeframe includes one revision being made to drawings and a resubmittal to Landlord for approval. This time frame is included in the overall approximate Permitting Time above.

OTHER REQUIRED DOCUMENTATION DURING CONSTRUCTION/PRIOR TO OPENING:

- Business License Tax Application to be submitted and approved. See link included to new business license information: <http://www.cityofpleasantonca.gov/business/license/>
- Liquor License (If Applicable)
- Sign Permit (All Exterior Signage)

PERMIT APPLICATION FORMS WILL BE REQUIRED FOR EACH OF THE FOLLOWING:

BUILDING PERMITS

(all have a separate form but can be paid with one fee. All forms can be found online at <http://www.cityofpleasantonca.gov/business/building/permit-process.html>):

- Building Permit
- Electrical Permit
- Mechanical Permit
- Plumbing Permit
- Permit fees: <http://www.cityofpleasantonca.gov/pdf/bldg-Fees-070114.pdf>

BUILDING DEPARTMENT DRAWING HINTS: 5 weeks review time for first review, 2 weeks review time for each subsequent review(s), or possible over the counter review depending on the arrangements made with plan reviewer only thru building department. Subsequent fire review(s) recheck is 5 weeks for each review.

Required documentation for commercial buildings:

<http://www.cityofpleasantonca.gov/business/building/required-documentation-commercial.html>

- Four (4) sets of hard copy wet stamped and signed by the professional of record are required for building submittal.
- Tenant to contact Building and Safety to obtain a checklist of requirements that needs to be included in plan submittal drawings.
- Field inspection scheduling is completed by calling the office 925-931-5300 at least 24 hours in advance of inspection request.
- Outside Plan Check – Building and safety contracts with outside consultants to perform plan review on municipalities behalf and when requested by applicant. This service is only available for the Building and Fire Code related reviews and is not available for any other agency or Divisions. All plans and supporting documents must first be submitted to the City of Pleasanton Permit



Center. Link to Authorized Plan Check consultants:
<https://secure2.cityofpleasantonca.gov/CitizenAccess/>

- Special Inspections - If special inspections are required a list of recognized inspectors is posted on the city web site. See link for list of city approved inspectors:
<https://secure2.cityofpleasantonca.gov/CitizenAccess/>
- Deferred submittals of fire sprinkler drawings and fire alarm drawings are separate permits from the building permit process.

BUILDING DEPARTMENT EXPEDITED REVIEWS:

- *An expedited review is available for an additional fee **BUT** only for the architectural, MEP and structural portion of the work as reviewed and negotiated with the outside plan review consultant. Fire review and other agencies within the municipality **DO NOT** expedite reviews.*

BUILDING DEPARTMENT CONTACT INFORMATION:

The City of Pleasanton
200 Old Bernal Avenue
Pleasanton, CA 94566
<http://www.torranceca.gov/1045.htm>
Attn: George Thomas
email: buildingdivision@cityofpleasantonca.gov
tel – 925-931-5300
Office Hours: 8am-5pm Mon – Fri.

HEALTH DEPARTMENT: 10 weeks

Restaurant plan check information is found under the Plan Check Program section. All forms can be found online at: <http://www.acgov.org/aceh/food/planchek.htm>

HEALTH DEPARTMENT HINTS:

- Typical review time is twenty (20) business days. Health Department review should be started concurrently with building permit review. Resubmittal review times are ten (10) business days for each resubmittal. Review times also depend on workload of the department.
- Three (3) full size hard sets are required for initial review and approval (does not need to be signed nor sealed by the professional of record)
- The submittal must include the following:
 - Copy of full Menu
 - Specs on ALL equipment
 - One Completed Plan Check Questionnaire:
http://www.acgov.org/aceh/food/Plan_Check_Questionnaire.pdf
 - Site plan (showing waste storage (garbage) receptacle location)
 - Show access/distance to common mall restrooms (200' max distance if NO restroom is in space)
 - Show any remote storage and travel distance to lease space.
 - Remote Storage can be included on original plan submission / permit.
 - Hood plans; Provide **ALL** information requested in the two page document "Requirements For Hood Plans" otherwise plan check submittal be denied. See link:
<http://www.acgov.org/aceh/food/hoodrequirementsworksheet.pdf>
 - Refer to the "California Plan Check Guide" for more plan check details. See link :
http://www.acgov.org/aceh/food/plan_check.pdf
 - Field construction inspection procedure: the responsible party is to contact the office and arrange with your Environmental Health Plan Checker at least **48 hours** in advance of inspection and arrange for construction inspection:
 - Rough plumbing signoff (plumbing installed but not covered up)
 - Pre- final (approximately 80% construction completion)
 - Final inspection (prior to bringing in food)



HEALTH DEPARTMENT EXPEDITED REVIEWS:

An expedited review is available for a fee.

- At the time the plans are submitted to the Health Department plan check counter a request can be made to Plan Check requesting an expedited review. If approved for expedited review the fee to obtain the expedited review is the normal fee plus an additional \$1104.00.
- Health Department review time may be shortened from 20 business days to 10 business days with an expedited review.

HEALTH DEPARTMENT CONTACT INFORMATION:

Alameda County Department of Environmental Health
Environmental Protection
1131 harbor Bay Parkway, Suite 250
Alameda, CA 94502-6700
Tel: 510-567-6700
Office Hours: Mon – Fri 8am- 5pm

Contact :Rodel Villa
Email:Rodel.Villa@cagov.org
Direct Line:510-567-6883

Business License – Tenant:

The tenant is required to have a business license obtained thru the City of Pleasanton Business License office. Please follow the link to the cities website: <http://www.cityofpleasantonca.gov/business/license/>

DISCLAIMER: *The information provided is for informational purposes only and is only as accurate as the information available at the time of the last update. Tenants, Tenant's Design Team, and General Contractor are responsible for verifying all information as required for permitting and opening of the Tenant's business.*