BUILDING DIVISION PERMIT / PLANCHECK FLOWCHART

Building Division · 555 Santa Clara Street · Vallejo · CA · 94590 · (707) 648-4522 · building.division@cityofvallejo.net

Customer responsibilities

City of Vallejo responsibilities

1. SUBMIT BUILDING PERMIT (1-2 DAYS)

1.1 Online Oracle Permits - check Oracle for available online permits. Follow the process on Oracle for online permits.

1.2 Offline Permits - see **Options for Submitting Plans and Paying Permit Fees.**

PROCESSING (1-2 DAYS)

Process permit application and send an invoice to the applicant for the plan review fees.

2. PAY PLAN REVIEW FEES

PAY FOR THE PLAN REVIEW FEES

2.1 Online Oracle Permits – pay on Oracle.

2.2 Offline Permits - see **Options for Submitting Plans and Paying Permit Fees.**

ROUTING

After plan review fees are paid - route plans to reviewing departments and divisions:

- Planning
- Fire
- Water
- Flood and Wastewater
- Public Works
- Building
- Health Department

3. PLAN REVIEW (2 WEEKS)

APPROVED

Send an invoice for the remaining permit fees due.

CORRECTIONS

Send a combined plan review comment letter from all the reviewing departments and division.

APPROVED

Proceed to **4. Permit Issuance**

CORRECTIONS

Amend plans to reflect each comment listed in the plan check comment letter.

Submit a revised set of complete plans along with a response to the comment letter.

3.1 Online Oracle Permits – submit revised plan on Oracle.

3.2 Offline Permits - see **Options for Submitting Plans and Paying Permit Fees.**

3.3 Repeat **Step 3.** until all status is "**APPROVED**" from the reviewing departments and divisions.

*Additional Fees:

Additional plan review fee of $158 per hour, will be added to the permit for any additional plan review, after the third plan review.

4. PERMIT ISSUANCE

PAY THE REMAINING PERMIT FEES

4.1 Online Oracle Permits – approved plans and permit can be downloaded from Oracle or requested to be mailed for small fees.

4.2 Offline Permits - pick up the approved plans and permit at the **Building Division Counter**.

References:
eTRAKIT3: http://web.ci.vallejo.ca.us/eTRAKIT3/
IVR: https://www.cityofvallejo.net/cms/One.aspx?portalId=13506&pageId=286050
Oracle: https://emwp.fa.us2.oraclecloud.com/fscmUI/publicSector.html

Options for Submitting Plans and Paying Permit Fees:
1. **Building Division Counter** – 2nd floor of 555 Santa Clara St, Vallejo, CA 94590
2. **Drop-off Box** – located outside of the City Hall main entrance at 555 Santa Clara St, Vallejo 94590
3. **Mail to Building Division:**
     City of Vallejo
     ATTN: Building Division
     555 Santa Clara Street 2nd Floor
     Vallejo, CA. 94590
4. **ExaVault**: https://vallejo.exavault.com

For Information, Plan Review Status, and Questions
- please contact:
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