



BUILDING AND DEVELOPMENT SERVICES DEPARTMENT

411 Main Street - 2nd Floor BUILDING ENGINEERING
P.O. Box 3420 (530) 879-6700 (530) 879-6900
Chico, CA 95927 Fax (530) 895-4726 Fax (530) 895-4899
<http://www.ci.chico.ca.us>

To continue streamlining our Plan Check process and provide timely responses, the following will be in effect beginning April 1, 2009:

Plan check staff will have specific phone hours: 9-10 AM and 3-4 PM, Monday through Friday. Phone calls will be returned during those hours, no later than the following business day.

Plan Check Submittal:

The applicant of the project will be asked to designate the point of contact for plan check comments. Please be prepared to provide this information, including phone and FAX number. Typical Plan Check Responses: Major commercial projects, 3-5 weeks; Minor commercial, 2-3 weeks; Single family homes, 2-3 weeks; and additions and remodels, 1-2 weeks.

Please remember:

- Designate a point of contact with a phone number and FAX number. This designee will be responsible for disseminating all plan check information to others involved in the project.
- Observe phone hours.
- Status of Plan Check will be available on the target date. If additional time is needed, the plan check staff will notify the point of contact.
- **If you have questions regarding your plan check comments, please make an appointment with your plan checker to review PRIOR to your re-submittal.**

Re-submittals:

- Re-submittals will be assigned a new target date on the first business day after re-submittal. You will be contacted with the new target date.
- Please remember to use the **PLAN RESPONSE FORM** and complete all items on your plan checklist – FOR ALL DEPARTMENTS. An incomplete response will be returned to the applicant.

Primary Plan Check Staff:

Jerry Kotysan: 879-6711 Nelson George: 879-6702
John Olson: 879-6713 Jeff Nickel: 879-6712