



PROJECTS ELIGIBLE FOR OVER THE COUNTER (OTC) AND VIRTUAL OVER THE COUNTER (VOTC) REVIEW

The following minor projects can be reviewed in person or online by Building Plan Checkers using VOTC submittal through the [Citizen Self Service Portal](#) (CSS) website or by walk-in during City Hall regular Code Consultation Hours.

Note: All minor projects listed below require plans and applicable specifications for review.

Residential Minor Projects include:

- Bathroom/Kitchen remodel with wall alterations conforming to conventional design methods (when no structural calculations are required) and no Fire Review required.
- Window/Skylight/Door installations w/new sizes or locations conforming to conventional design methods.
- A single-story interior remodel/alteration not exceeding 500 sq. ft and conforming to conventional design methods (when no structural calculations are required).
- Voluntary Earthquake Retrofit, per California Brace and Bolt Program utilizing Plan Set A. Plan Set A link → <https://abag.ca.gov/sites/default/files/plan-set-a.pdf>
- Pool demolitions/infill/abandonment.
- Single-Family or Duplex pools/outdoor spas alterations (when no structural calculations are required).
- Single Family or Duplex Residential Solar Photovoltaic Systems and Energy Storage Systems (ESS).
- EVSE for multi-family residential projects with a single dedicated parking space adding EV outlet.
- Minor accessory structures such as arbors, trellises (>50% open), etc. not subject to Planning or PW review.
- Residential decks at ground level that do not exceed 500 sq. Ft, conform to California Residential Code conventional design methods and are not on a slope exceeding 15%.
- Residential MEP projects which do not meet Express Permit requirements.

Commercial Minor Projects include:

- Interior demolitions “soft demos” with no structural alterations (OTC approval based on SMC Fire availability).
- Minor accessibility Improvements (by appointment or based on plan checker’s discretion).

Special Project Conditions Warranting a Full Review

- Projects associated with code enforcement cases, stop work notices or active planning applications.
- Projects that have several recently opened Building permits.
- Projects that may have any zoning or public right-of-way impacts.
- Projects that may take more than 30 minutes to be reviewed per plan checker’s discretion.

Building Division (650) 522-7172 · Code Enforcement Division (650) 522-7150
Housing Division (650) 522-7220 · Planning Division (650) 522-7212 · General (650) 522-7200