



PROJECTS ELIGIBLE FOR VIRTUAL OVER THE COUNTER REVIEW (VOTC)

The following minor projects can be reviewed online by Building Plan Checkers using VOTC submittal through the [Citizen Self Service Portal](#) (CSS) website.

NOTE REGARDING PROJECT PLANS: All minor projects listed below must have plans to be uploaded for review. VOTC Building Permit Applications without plans are deemed incomplete.

Residential Minor Projects include:

- Bathroom / Kitchen remodel with no wall alterations.
- Window / Skylight / Door installations w/ new sizes or locations conforming to conventional design methods and with Title 24 energy documents ready.
- A single-story interior remodel/alteration on the ground floor not exceeding 500 sq. ft and conforming to conventional design methods. (no structural calculations are required).
- Brace and Bolt Program.
- Pool demolitions/infill/abandon.
- Single-family or Duplex pools/outdoor spas.
- Photovoltaic systems under 10 kW and no tilt supporting system.
- Minor accessory structures such as arbors, trellises (>50% open), etc.
- Decks at ground level that do not exceed 500 sq. ft and conforming to California Residential Code conventional design methods.
- MEP permits: Mechanical Work (Furnace, Heating & Air Conditioning, Plumbing Permits (new gas appliances and locations), Electrical Permits (rewiring, new lights, outlets and switches) and Electric Vehicle Service Chargers.

Commercial Minor Projects include:

- Interior demolitions with no structural alterations.
- Minor Accessibility improvements.

Special Conditions that Require Plans to be Taken in for Review

The following projects require in-person 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.