

Remote Plan Submission and Review Process While Office Are Closed

WCWD will provide plan review during the period of time when our offices are closed in the following manner;

1. Online plan submission

- a. Plans requiring District review and approval and stamping can be submitted online by the following methods:
 - i. Email plans in **PDF form** to permits@wcwd.
 - ii. Use Dropbox and email the Dropbox link to permits@wcwd.
- b. When submitting the plans for review, please include in **subject line** the **address** and Assessor's Parcel Number (APN) of the property.
- c. In the body of the email, please include owner's or developer address and contact information
- d. Also, include the planned usage of the property and the reason for the plan review.
- e. Plan review will take a minimum of 3-5 days
- f. WCWD will contact the submitter and interested parties via email with any questions and when the review is completed.

2. Physical plan submission

A partial plan set for review purposes consists only of those sheets that pertain to sewer may be mailed to the WCWD at 2910 Hilltop Dr. Richmond CA 94806.

Please provide the following sheets from the plan set **ONLY**:

- Cover page
- Architectural site plan
- grading and drainage plan
- Utility plan
- Plumbing section of the plan set.)

Please also note: Partial plan sets can also be hand delivered in the mail slot at 2910 Hilltop Drive.

Review of hard copy (paper) plan submissions will take a minimum of 5 days.