



# An Initiative of the City of Alameda Community Development Department

The City of Alameda Community Development Department just made the project approval process easier.

## Alameda at Your Service

is a **THREE-PART** program that provides an expedited plan check and approval process for eligible tenant improvements, renovation/rehabilitation (exterior/interior), and new construction.

Projects can move through the process quickly with Alameda at Your Service if they enhance the City's economic base by:

- generating sales tax revenue,
- creating jobs,
- contributing to a vibrant downtown by occupying historic storefronts, revitalizing the City's business parks, or other retail centers, or
- locating/expanding a business at Alameda Point.

# ALAMEDA AT YOUR SERVICE OFFERS YOU **THREE WAYS** TO GET THE JOB DONE



## FULL SERVICE

### Eligible Projects:

- Complex development projects;
- Opening a business;
- Establishing tenancy in City-owned buildings; and
- City-owned marina projects.

**Program:** Receive a Full Service Liaison to allow projects to move quickly through the approval process. The Liaison guides the Applicant from the initial contact with the City through to building plan check and inspections. The hands-on coordination extends beyond City departments to working with public utilities and other outside agencies to obtain regulatory approvals.

A key component of Full Service is a pre-application meeting which offers multi-departmental review of **complete** initial drawings which results in a common understanding of all elements of the project, developing a schedule, and achieving consensus on necessary action items.

*The City will provide plan check comments within 30 days of submission of **complete** plans and within 10 days of resubmittals.*



## EXPRESS SERVICE

### Eligible Projects\*:

- Retail tenant improvements under 1,500 sf total;
- Office tenant improvements under 10,000 sf total;
- Existing restaurant improvements where dining area is less than 750 sf and work is in the customer service area only;
- Existing retail use with minor structural calculations up to 10,000 sf;
- Existing office use with minor structural calculations, but no hazardous materials, up to 20,000 sf;
- Existing restaurant use with no increase in assembly use or added square footage;
- Cell site installation with battery electrolyte less than 50 gallons, exterior battery system and no hazardous materials;
- Rooftop mechanical unit without hazardous materials, up to a maximum of 2,500 lbs.; and
- Certificate of Occupancy where the occupancy type does not change.

**Program:** Staff efficiently reviews projects to approve plans in 7 days.

\* Staff is constantly reviewing project types in order to expand Express Services



## SELF-SERVICE

### Eligible Projects:

- Business licenses;
- Home Occupation permits;
- Sign permits; and
- Zoning Clearance for new businesses.

**Program:** Applicants who do not need to submit full plans will receive immediate service and a designated staff person can issue an **over-the counter/same day permit**.

Applicants also can apply for a growing number of permits online 24-7 ([alamedaca.gov/permits](http://alamedaca.gov/permits)), or at the new self-service station coming soon to the Permit Center. For now, computer access is available, so applicants can apply online from the Center.

Alameda City Hall  
Permit Center  
2263 Santa Clara Avenue, Room 190  
Alameda, CA 94501  
(510) 747-6800  
Office Hours: M-Th 7:30am – 3:30pm

